



Schools Incident Reporting Flow-Chart

Yes

Yes

Yes

Yes

No

* Contact Suffolk police on 101
* Use 999 if there is an immediate serious risk or safeguarding concern

Contact Suffolk Police on **999**

Follow **YOUR** existing reporting procedures.

Are you reporting a safeguarding concern?

No

No

Are you reporting a Hate Crime or a Hate Incident?

(Click [HERE](#Hatedef) for definition)

Are you reporting a crime or providing intelligence? (See guidance below)

Did the incident occur on YOUR premises and involve YOUR students?

Yes

No

Is there an immediate threat of serious injury, damage to property or to life?

Are you reporting a missing person?

* Incident MUST be reported to police
* Report using [www.suffolk.police.uk](http://www.suffolk.police.uk/contact-us/report-something/report-crime) In the first instance – Failing that use 101 or 999 in an emergency
* Report using [www.suffolk.police.uk](http://www.suffolk.police.uk/contact-us/report-something/report-crime)

Intel

Crime

Yes

**Call 999**

Is the Crime currently occurring?

Report the incident using the online system at [www.suffolk.police.uk](http://www.suffolk.police.uk/contact-us/report-something/report-crime)

No

No

Serious

Offence?

Serious

Offence?

Does the crime appear on the serious offences list?

Click [HERE](#SeriousOff) for list

Yes

- In the first instance the incident should be dealt with using YOUR normal procedures

- If this is not appropriate then contact police online to report a crime.

- Inform relevant parents / guardians

* Incident MUST be reported
* Report using [www.suffolk.police.uk](http://www.suffolk.police.uk/contact-us/report-something/report-crime) In the first instance – Failing that use 101 or 999 in an emergency

Please do not report incidents or intelligence to individual police officers via e-mail as the officer/s may not be on duty. The incident or intelligence might not be reviewed for some time and could leave individuals at risk.





**Sharing Intelligence with Police**

**How do you submit intelligence?**

Report the incident using the online system at [www.suffolk.police.uk](http://www.suffolk.police.uk). 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.

*Example:*

*A person is dealing drugs now to students at our location.*

*We have located a knife on one of our students now.*

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

**What is intelligence?**

Quite simply it is just information.

***Example:***

* *“Student X” is believed to be carrying a knife, teachers have searched them and no knife was found*
* *It has been reported that drug dealing is occurring outside the school gates at 3pm*

**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.

This would include the above examples if they were occurring at the time.





**Hate Crime / Incident Definition**

An incident is considered a hate incident when the victim or anyone else believes that the incident was motivated by hostility or prejudice based on the following protected characteristics;

Disability

Race

Religion

Transgender

Identity

Sexual orientation

When hate incidents become criminal offences, they are known as hate crimes.





**Serious Offences which MUST be reported to Police**

* Serious assaults
* Criminal damage
* Sexual offences (including indecent images, sexting etc.)
* Cyber crimes
* Drugs
* Harassment
* Theft
* Weapons

The outcome may not necessarily be criminalisation of the young person and may just be recording purposes.