



HAYDON SCHOOL

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PROTOCOL FOR PASSING INFORMATION TO THE POLICE

2018

Protocol for Passing Information to The Police

Haydon works in conjunction with students, parents and guardians, and the police to ensure a safe environment for both students and members of the community. The school will co-operate with requests for information, including contact details, from the police and will, under certain circumstances, report incidents to the police.

A written record will be kept of information passed to the police.

1. The school may pass information **to the police**, including requesting police to attend school under the following circumstances:
 - Theft of school property
 - Vandalism to school property
 - Reasonable suspicion of criminal activity on school property (including possession, dealing or brokering of illegal or prohibited items or stolen property)
 - Information which arises from a school investigation relating to, or knowledge of, criminal or anti-social behaviour not on the school site.
 - Threatening or abusive behaviour towards school staff or students on the school premises by parents or guardians
 - Discovery of prohibited items following deployment of the police screening arch, or similar initiative, by the school
 - When the Headteacher deems that it would be beneficial to the good management of the school or safety of members of the school community for a police officer to speak to a student.

2. The school may pass information **at the request of the police**. It may not be appropriate for the school to seek permission from parents or guardians beforehand, as this may prevent effective investigation by the police, result in collusion or evidence being destroyed prior to police investigation, In the case of sensitive issues, police will undertake to inform the Headteacher or designated member of staff in confidence of the reason for the request, if practical. Information may be passed under the following circumstances:
 - To investigate an assault which takes place
 - To investigate theft
 - To assist in the detection of criminal or anti-social activities, including passing contact details for potential witnesses and suspects
 - Where police make the school aware of other reasonable round to require information.

3. The school may request a meeting between students and the Safer Schools Officer in the following circumstances:
 - Racist or homophobic incidents
 - Inappropriate use of IT or social media, either on the school premises or having an impact in school
 - School investigation into use of drugs or alcohol, or theft by students
 - Anti-social behaviour by students on the way to or from school, or on school property
 - Bring dangerous, inappropriate items or items banned under the school rules onto the premises, eg. Lasers, shisha pens or similar

- To facilitate restorative meetings at the school's request. These may also be initiated by the police as an alternative to prosecution where this has been agreed by parties involved.

Consent from parents or guardians is not necessary in order for the meeting to take place; however, the school will ensure that a designated member of staff is present to support students during the meeting. Parents or guardians will be informed by police or school if such a meeting takes place.

3.1 **CCTV**

The school may allow police to view CCTV images as part of their investigation into reported incidents and may pass a copy of CCTV images of an incident to the police in line with the guidelines issued by the Information Commissioners Office.

3.2 **Mobile Phones**

A student's mobile phone may be seized for staff to hand to police should it be found to have inappropriate/unlawful items on it.

Appendix 1: Record of information passed to the Police



HAYDON SCHOOL

RECORD OF INFORMATION PASSED TO THE POLICE

Police request/Information volunteered by school (*delete as appropriate*)

Police

Requested by/passed to: (*designation, name, number*)

.....
Unit

.....
Date of request

.....

School

Authorised by (*LT responsible for police liaison*)

.....
Released by (*Member of staff completing form*)

.....
Checked prior to release: (*SLT Signature*)

.....
Date released

.....

Incident/Background:

Reason For Passing Information:

Parents/Guardians Informed: Yes/No

Yes – State method, time, date and by whom:

No – State reason: (*Section 2*)

Details of Information Supplied:

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Source of Information

	Please tick if relevant:
General hearsay	_____
Reasonable suspicion	_____
Information relayed by third party/parent/guardian	_____
Information relayed at request of parent/guardian	_____
Information relayed by participant	_____
Information relayed by witness	_____
Information relayed by victim	_____
Information resulting from school investigation (Not authenticated)	_____
Information resulting from school investigation (Authenticated, ie. Revealed by search, CCTV)	_____
Information from SIMS (Schools Information Management System)	_____

Signed (School):

Designation

Signed (Police):

Designation

Date:

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Date	Issue	Status	Comments
January 2015	1	New Policy	To Student committee 14.03.15 – Approved. To FGB for information
January 2018	1	Update	Front page updates only – to Student committee 17.01.18 – Approved – to FGB 02.02.18 for information only