

# Safer School Partnerships Guidance



department for  
children, schools and families



Home Office

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# **CAMDEN BOROUGH SAFER SCHOOLS PARTNERSHIP JOINT PROTOCOL 2009-10**



**METROPOLITAN  
POLICE**

Working together for a safer London



**Camden**

*Critical Incident Policy*

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## **AIM of The Camden Borough Safer Schools Partnership**

***'To build an effective Safer Schools Partnership between the police and designated Schools / Pupil Referral Units in the London Borough of Camden, in order to achieve the National Safer Schools Objectives'***

The National Safer School Objectives are:

- 1/ To reduce the prevalence of crime and victimisation amongst young people and to reduce the number of incidents and crimes in schools and their wider communities.***
- 2/ To provide a safe and secure school community that enhance the learning environment.***
- 3/ To ensure that young people remain in education, actively learning and achieving their full potential.***
- 4/ To engage young people, challenge unacceptable behaviour, and help them develop a respect for themselves and their community.***

This document seeks to clarify the role of the Safer School Partnership Officer and the working practices a Safer School Officer should adhere to in promoting a partnership approach.

This protocol is a live "working" document and will be reviewed every twelve months or as required by the Safer Schools Partnership Team and Camden Schools. The intention is to ensure that the agreement remains current and effective and also to identify ways in which it can be improved.

Objectives will be achieved through a multi-agency problem solving approach involving representatives from all partners.

## **1. The Role of the Safer Schools Officer**

The role of the Safer Schools Officer is to work in accordance with this protocol and be a supporting figure within the leadership structure of the school.

## **2. Local Partnership Objectives:**

- To create a positive learning environment which improves students' motivation and attitudes to learning
- To support the raising of young people's standard of attainment
- To ensure that all members of the partnership follow restorative and problem solving principles and operate within a multi agency approach to reduce incidents of crime and Anti Social Behaviour.
- To deter crime, public disorder and bullying within the school
- To reduce fear of crime amongst students, staff and the wider school community
- To improve young people's perception of the Police Service and to encourage crime reporting by increasing awareness, confidence and safety.
- To, where possible prevent young people from entering the Criminal Justice System by using early interventions
- To adopt both a proactive and reactive response to problem solving in order to reduce crime and disorder within the school community
- To enhance close working links with the local Safer Neighbourhood Team or transport OCU team where appropriate and other Police and partner developments to develop problem solving solutions to issues affecting the school and community.
- To promote and raise awareness of social responsibilities and community safety among young people
- To develop Key Independent Networks (KIN) involving students, staff, parents, governors and local children's services.

## **3. Safer School Officer Objectives:**

### **3.1 Safety in School and the Local Community:**

- To be the visible and familiar contact with the school and be the main point of contact for all contact between the school, partners and Police.
- To provide a point of contact for members of the public and businesses in the local community who are experiencing on going youth disorder from students moving to and from the school
- To continue to improve relationships between local businesses, Police and school.
- To provide an initial response and facilitate crime enquiries and initial investigation of appropriate crime reports, where the suspect or victim attends the school or where the school is the venue.
- To accelerate access to Police support during times of need.
- To conduct regular patrols on the routes to and from school and area surrounding the school to address issues such as anti-social behaviour and crime and to provide reassurance for students going to and leaving school.
- To provide regular briefings to staff governors and students with regards to crime and give other advice/information that may affect the school or local area.
- In line with Section 115 of the Crime and Disorder Act 1998; to exchange information about individual students raised by either the school or the Police and liaise between internal and external Departments such as the Public Protection Desk, Youth Offending Service and Priority and Prolific Offender Team.

- To challenge inappropriate or bad behaviour within school and in line with behaviour for learning frameworks.
- To assist the development of school safety plans including responses to critical and major incidents and implementation of protocols for dealing with critical incidents.
- To provide crime prevention advice and where possible arrange for the Crime Prevention Officer to make regular visits to the school.

### 3.2 Early Intervention

- To attend and contribute to multi-agency case conferences and meetings both within the school environment and outside for students coming to notice.
- To participate in the prevention and rehabilitation of youth offenders.
- To undertake regular truancy patrols with the truancy team to reduce truancy of students.
- To develop a Safer Schools Panel to identify priorities and establish community based problem solving approaches, policing priorities and other issues.
- To, where necessary, to assess suitability and make referrals to partners such as the Youth Inclusion Support Panel (YISP).
- To work directly with young people to increase their knowledge of the police service and to develop an effective partnership with the school community.
- To complete Merlin PAC reports for young people who come to the notice of the Police in a schools environment.

*A Merlin report is the Metropolitan Police' communication tool which, allows information to be disseminated to children's services via the Public Protection Desk in line with Every Child Matters. Police Officers are obliged to submit a Merlin report when a young person may not reach one or more of the key out comes:*

- *Be Healthy*
- *Stay Safe*
- *Enjoy and achieve*
- *Make a positive contribution*
- *Achieve economic well-being*

### 3.3 Conditional Cautions and Restorative Justice

- To assist with Conditional Cautions: Where a crime has been disposed of using a Conditional Caution (*a caution which is given in respect of an offence committed by the offender and which has conditions attached to it*), The safer Schools Officer may be requested to assist with ensuring that the young person adheres to the conditions imposed in the caution. Although this process would normally be dealt with outside of the school community, where the victim and offender attend the same school it may be necessary for the Safer Schools Officer to assist integration and implementation.
- Where the process is appropriate and the officer is appropriately trained, arrange and chair a Restorative Justice Conference in line with the school inclusion policy.

*Restorative justice processes bring victims and offenders, and sometimes community members, into contact, either face to face or indirectly, to focus on the impact of a particular crime, and together to agree what can be done to repair the harm caused by that crime. Such processes must always be voluntary for both the victim and the offender. Restorative Justice is often used in school as a way of conflict resolution following a disagreement or low level dispute between students.*

#### **4. Working Practices with Teaching and Associated Staff**

##### **4.1 The Safer School Officer will:**

- Be the single point of contact (SPOC) for any incidents involving allegations of Serious Assaults, Sexual Assaults, Robbery, Offensive Weapons (knives etc), Possession of controlled drugs and possession of controlled drugs with Intent to supply. Any of the above offences **must** be brought to the Safer School Officers' attention without fail. Minor incidents will be dealt with in accordance with school policy. Full details of these incidents and their outcome must be recorded. The Head Teacher will develop a working agreement with the Safer School Officer on the circumstances in which other crimes are recorded.
- Work in partnership with members of staff so that the Officer can operate in ways which will assist staff, where possible in carrying out their roles effectively.
- Assist where necessary in the PSHE and citizenship lessons. The areas specific to the Safer Schools Partnership are: Crime, drugs, violence, hate crime, knives/weapons, personal safety.
- Assist with potentially violent situations and conflict resolution.
- Be the initial investigator regarding school related crime that is reported to Police by school staff.
- Only make arrests in school as a last resort and where possible after liaising with the Senior Leadership Team. This may not however, always be possible.
- Attend Staff, Governor and Parent meetings as required.
- Participate in school initiatives to improve the school learning environment.
- Give advice to students and staff on crime related issues
- Be a positive role model for the Metropolitan Police Service and to promote the Camden Volunteer Police Cadets to students of a suitable age.
- Assist staff with bullying issues and attend meetings with parents where possible.
- Attend staff briefings where appropriate.
- Ensure staff are aware of any commitments (if possible in advance) which will take them away from school.
- Assist staff with lawful searching of students (see point 12)
- Work with staff in accordance with the Education Act 1996.

##### **4.2 Staff will:**

- Enforce the School's code of conduct.
- Where appropriate make referrals to the Youth Inclusion Support Panel (YISP).
- Report all incidents of Serious Assaults, Robbery, Sexual Assaults, Offensive Weapons found or seized and Drugs offences to the head teacher who will liaise with the Safer School Officer and take appropriate action.
- In the event of a student being searched by staff or Police, notify parents in the first instance and if necessary refer them to the Safer School Officer.
- Ensure any information shared between the Police and school is treated as confidential and not disclosed to any other parties without first seeking advice from the Safer School officer.
- Assist the Safer School Officer when dealing with conflict resolution and be a point of contact for parents.
- Identify and report to the Safer School Officer at an early stage where possible, any incidents of bullying and truancy. Staff will then work with the Safer School Officer to identify and implement early interventions in accordance with the Anti Bullying policy, Home School Agreement and Attendance Policy.

## **5. Safer School Officer Line Management**

- 5.1 As a member of the Metropolitan Police Service, the Safer Schools Officer remains under the direct supervision of their designated line management. The officer will however, liaise with the Head Teacher via a designated member of staff to ensure that the role they have within the school is focused on identifiable issues and serves the school and community in line with this protocol.
- 5.2 Complaints and discipline will be handled in the first instance by Police management. Any complaints received by the school should be immediately directed to the Safer Schools Partnership Team Sergeant.

## **6. Abstraction, Sickness and Annual Leave**

- 6.1 Camden Borough Police give an undertaking that the Safer Schools Officer will not be abstracted from the School Partnership role other than in exceptional circumstances, for example, where the Officer is urgently required for an operational reason. The school will be updated of all abstractions, where practicable in advance, and details will be given as to whom to contact in an emergency.
- 6.2 Officer sickness will be reported in the first instance to the Metropolitan Police in line with current guidelines and in the second instance to the school by the Safer Schools Officer or the Officers' line manager.
- 6.3 Annual Leave will be authorised by the Metropolitan Police in accordance with current guidelines. However, the Safer Schools Officer will usually only apply for extended leave during school holidays. Exceptions may apply under some circumstances.
- 6.4 In cases of extended periods of authorised leave, sickness or absence, the Safer Schools Partnership will provide Police Officer cover where requested and available.

## **7. Hours to be Worked by the Safer School Officer**

The hours worked will be negotiated to meet the needs of the school and must be agreed by the Head teacher and the Safer School Officer.

The Safer School Officer will spend the majority of their working day at the school. They will only be absent where necessary, for example when dealing with arrests and dealing with incidents outside of school.

Safer Schools Officers are expected to visit Police Stations on a regular basis for briefings and to update Police systems with required intelligence and information. The Metropolitan Police will equip all Safer School Officers with a laptop computer which will reduce the time spent at a Police Station. However there will be occasions when the Officer requires further core Police systems, only available at a Police Station to carry out their role.

Safer Schools Officer's are also expected to attend training sessions, conferences and team meetings etc as required by the Metropolitan Police and Safer Schools Partnership.

In the event of abstraction, the Safer School Officer will, where possible advise his/her Sergeant of their absence and leave the school with contact details or emergency instructions.

## **8. Uniform and Police Protective Equipment (PPE)**

8.1 Safer Schools Officers' will perform their duties in full uniform at all times. This will enable the Officer to perform their roles effectively in support of the school community. There will be occasions however where it is not practicable or desirable for uniform to be worn.

8.2 PPE consisting of handcuffs, baton, CS spray, Airwave (radio) and body armour are required to be worn at all times when patrolling outside of the school grounds. This will be worn covertly if patrolling in plain clothes.

PPE may be removed at the Safer Schools Officers' discretion when inside school grounds but must always be readily available.

School staff may not insist PPE is removed or not worn.

## **9. Facilities for the Safer School Officer**

The School will provide the Safer School Officer with:

- A secure office or a regular use of one for the purposes of having meetings of a confidential nature. The office will include a telephone and a computer terminal.
- A secure locker.
- A lockable filing cabinet for confidential paperwork.
- A secure safe for the storage of PPE.
- A mobile telephone if school staff wish to contact the Officer during the school day and they not on school premises. Safer School Officers are not obliged to use their personal mobile telephones for work purposes.

Where any issues arise regarding expenditure, this will be resolved between the school and Safer School Partnership Team.

## **10. Additional Police Presence and Planned Operations**

The Safer School Partnership understands the difficulty facing some schools when there is an accelerated Police presence. Safer Schools Officer's will endeavour to:

- Ensure presence is necessary and reasonable.
- Assess the risk requiring the need for extra Police Officers/Patrols and respond accordingly.
- Liaise with the Head Teacher where possible and explain why extra presence is necessary.
- Liaise with Safer Schools Partnership Team Leader.
- Assist with parents/carers queries and responses.

The Safer School Partnership have Police Community Support Officers (PCSO's) who assist the Safer School Officers with patrols and other aspects of their role. PCSO's were introduced into London in 2002 to provide the city with an increased visible police presence and to enable regular Police Officers to make more effective use of their specialist skills and training. The role of the Safer School Partnership PCSO's is to increase student, teacher and community safety and reassurance.

## **11. Exchange of Information**

Under Section 115 of the Crime and Disorder Act, 1998 agencies may exchange information for the purposes of preventing and reducing crime and disorder. It is in the interests of schools and the police that relevant information is exchanged on a regular basis.

Personal and confidential information may be exchanged between partners without reference to the individuals to whom that information pertains provided that:

- >it is for the purposes of preventing, detecting or reducing crime and/or disorder;
- >it is accurate and factual;
- >it is relevant.

A record is kept of the information exchanged and the purpose for which it is exchanged. It is kept only for as long as is necessary for the purposes above and is destroyed once it is no longer required for those purposes.

Schools and public authorities have a duty to co-operate with police officers in relation to criminal investigation and prevention of crime.

The exchange of information is covered by the protocol between Camden Borough Police and Camden Council Local Authority and draws upon Section 115 of the Crime and Disorder Act 1998.

## **12. Police Search Powers**

A Police Officer has the power to search any person on school premises for possession of an offensive weapon contrary to section 139A of the Criminal Justice Act 1988; any person be it on school premises or otherwise for possession of a controlled drug contrary to the Misuse of Drugs Act 1971; any person or vehicle in a public place if/she has reasonable cause for suspecting they will find: Stolen property, prohibited articles and any sharply pointed blades or instruments. This is contrary to Section 1 of the Police and Criminal Evidence Act 1984.

The Safer School Officer will carry out these powers with sensitivity and in accordance with Metropolitan Police procedure.

## **13. Critical Incidents**

Each school, together with the Safer School Officer should create a Separate protocol to cover procedure during a critical incident. This will be particular to the individual school, geographic area and community.

## Key Contacts

Designation	Name	Address	Contact
Borough Commander	Chief Superintendant Dominic Clout	Holborn Police Station 10 Lambs Conduit Street London WC1N 3NR	Dominic.clout@met.police.uk
Youth Inspector	Inspector Peter Shepherd		Peter.shepherd@met.police.uk
Youth Offending Service Team Leader	PS Marco Casco	Crowndale Centre 218 Eversholt Street London NW1 1BD	Marco.Casco@met.police.uk
Youth Offending Service Team	PC Christine Sheeran PC Shaun Leavey PC Steve Davey PC Julie Chandler		Christine.Sheeran@met.police.uk Shaun.Leavey2@met.police.uk Steve.Davey2@met.police.uk Julie.Chandler2@met.police.uk
School Partnership Officer	PC James Day	Hampstead Police Station 26 Roslyn Hill London NW3 1PD	James.Day@met.police.uk 0208 733 6676
Crime and Truancy Officer	A/PS Aidan Russell		Aidan.Russell@met.police.uk 0208 733 6676
Youth Engagement Team Leader	A/PS Foster Percil	Holborn Police Station 10 Lambs Conduit Street London WC1N 3NR	Foster.Percil3@met.police.uk
Youth Engagement Team	PC Dominic Roberts PC Sophia Theodorou PC Michael Downes PC Toan Chung PC Anne-Marie Fuller PC Rhos Cox		Dominic.EH.Roberts@met.police.uk Sophia.Theodorou@met.police.uk Michael.Downes@met.police.uk Toan.Chung@met.police.uk ANNE-MARIE.Fuller@met.police.uk Rhos.Cox@met.police.uk
Camden Volunteer Police Cadets	PC Andy Walden	Albany Street Police Station 60 Albany Street NW1 4EE	Andy.Walden@met.police.uk
Safer Schools Partnership Team Leader	PS Deirdre Matthews	Hampstead Police Station 26 Roslyn Hill London NW3 1PD	Deirdre.Matthews@met.police.uk 0208 733 6676
Safer Schools Partnership Team	PC Simon Gray PC Sharron Kenyon PC Anna Lovell PC Chris Mead PC Vleit McNulty PC Jeni Corken	Haverstock Parliament Hill Hampstead Maria Fidelis SCCS Acland Burghley	Simon.Gray@met.police.uk Sharron.Kenyon@met.police.uk Lovell.Anna@met.police.uk Christopher.Mead2@met.police.uk Vleit.McNulty@met.police.uk
PRU Officer	PC Tina Joyce	West Hampstead Police station 21 Fortune Green Road NW6 1DX	Tina.Joyce@met.police.uk