**Schools Team Incident Report Form - Request for Police Support**

**Nature of the Incident/Incident details**

**Guide to reporting**

* Use this form for any non-urgent matters (email your designated SSO and the Team Mailbox).
* Phone your SSO for matters which need to be dealt with within hours (call 101 if you cannot get through to your SSO (Your SSO may advise you to call 101 if they are unable to deal).
* Phone 999 for any urgent matters (someone in uniform needed immediately).
* Please use this form for any relevant information in relation to a police presence for AM/PM dispersals.
* Matters reported via online/101/999 will be fed back to the schools team, when necessary
* Please read the incidents at the bottom of this form that have been identified as “Trigger reports” and make the Head teacher And SSO aware of this request.

**Students concerned (name, DoB, year group, address, parent/guardian name and contact details)**

***These details are important so relevant police checks can be completed and officers have enough information to complete reports***

**Best time to contact/visit and any other relevant information**

**Actions requested by the police**

**Actions taken already**

**EXAMPLES**

**Examples of when to use the form**

Disclosures where no imminent risk of harm is apparent

Non urgent school matters on premises or in the vicinity that require some police response (reporting/safety advice/speaking to students/attending related meetings etc.)

Intelligence on potential disorder or concerns at dispersal times

PSHE/engagement requests (these requests can also be made directly to your SSO and the details of delivery will be arranged by the SSO directly with the school).

YPSI (Youth Produced Sexual Imagery) matters

Home visit requests – regular truanting, other concerns raised (urgent matters should always be via 101)

**Examples of when to call your SSO/101**

Information that there will be an incident that day i.e. after school

Student leaving the school site (truanting) after arriving at school

Urgent welfare checks (believed risk of imminent harm)

Urgent disclosures (action required to prevent risk of imminent harm)

Missing person returning to school

**Examples of when to call 999**

Crime in progress and/or suspect still present and police attendance needed immediately

Disturbance at arrival or dispersal times and police attendance needed immediately

SSOs can, and do, report many incidents directly from school children. If an incident happened outside of school the victim will usually be able to report the matter quicker via informing the police directly (via online or 101). This allows the police to see the victim at home and start to secure evidence without waiting for an SSO to be available and report (this is especially relevant to bus CCTV which may only last 5 days). If the victim prefers to wait for the SSO, that can be facilitated of course but it may result in the loss of evidence. Please contact if you are not sure, via your SSO, the Mailbox or the office number – 0207 232 6671

**TRIGGER Report**

**If you are looking to report any of the following incidents to the SSOs and request their presence, please inform them that you are reporting a “Trigger” activity. Please also inform your Headteacher ( Please Include date /time of doing so)**

**Request for police to carry out a Search on a pupil for:**

* **Drugs**
* **Weapons**
* **Stolen Articles**
* **Items likely to cause personal injury or damage to persons or property.**