

Guidelines for Schools and School Community Police Officers (SCPOs) Working Together

School Behaviour Incident Management

A Partnership between Welsh Government,
Schools and the Police



Llywodraeth Cymru
Welsh Government

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This document has been written to provide clear guidance of when School Community Police Officers' (SCPO) services can be utilised by schools to deal with incidents in school which fall under the umbrella of the School Crime Beat Protocol
(See <http://www.schoolbeat.org/en/teachers/>)

A. Roles and responsibilities

There is an expectation that all school incidents will be dealt with by school staff in accordance with that school's policy and procedures.

If an incident occurs on school premises ring either 101 (non-emergency) or 999 (emergency) depending on the seriousness and immediacy required

If only advice and guidance is required contact your school SCPO

School Community Police Officers (SCPOs) have a supportive policing element to their role when working with schools.

It is the role of the SCPO to work with schools after their policy and procedures have been exhausted to determine whether to develop the occurrence into a formal police investigation or deal with the occurrence within the school environment outside of the Criminal Justice System (CJS) under the School Crime Beat Protocol.

- Using the SCPOs too early in the school process desensitises their role and value to schools. It is therefore important that SCPOs should not be written into school behavioural policies or utilised as an initial intervention strategy.
- Schools should not give the SCPO's contact details to parents. Contact with the SCPO should be arranged through the school. Alternatively parents can ring the Police on 101 directly.

The School Crime Beat Protocol can only be applied when the incident occurs on school property, when a teacher is present during the school's normal working hours and is of a minor nature and NOT on the Serious Offences list. (See Appendix A p5)

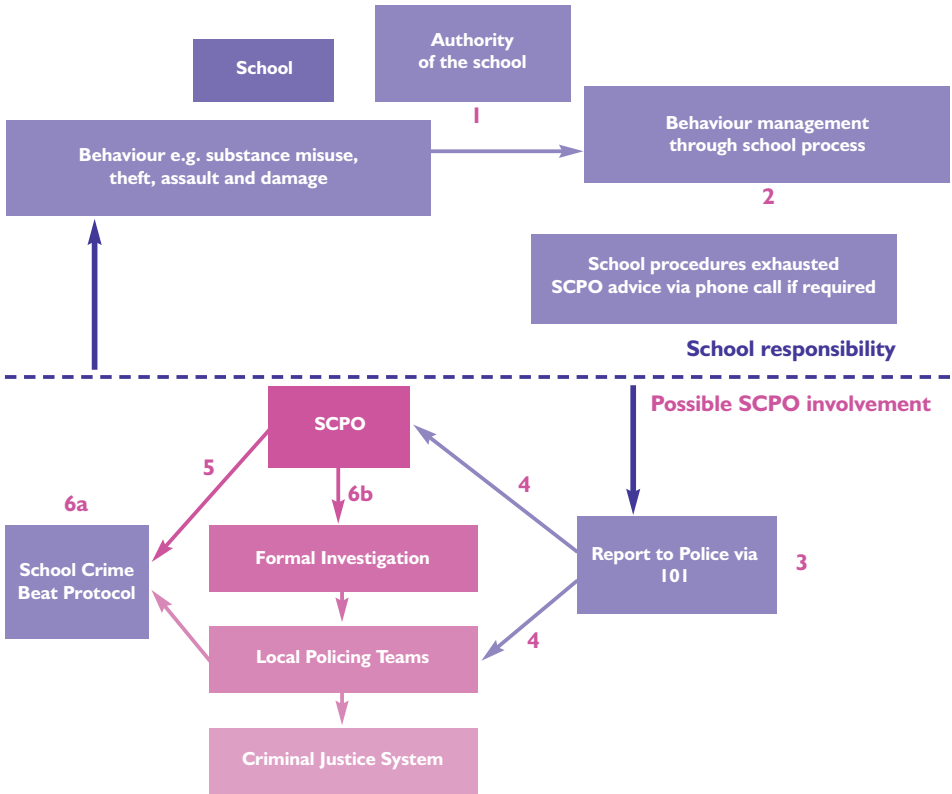
Although schools are under no legal obligation to report crimes to the Police the School Crime Beat Protocol details the procedure for dealing with incidents that occur in schools and the duty placed on both Local Policing Teams and School Community Police Officers (SCPOs) when an incident on school premises is reported.

All the processes and procedures mentioned below are there to support the school's behaviour management system and to ensure that young people are prevented from entering the Criminal Justice System.



B. Non Emergency Incident Management

- Schools should take ownership of all non serious behavioural issues that occur on school premises. Any behavioural issues should be dealt with by following the school behavioural policy to its full extent.



- When the process has been exhausted and there is no satisfactory resolution the SCPO can be contacted through the School's Behavioural Manager for advice and guidance. **Examples of expected joint working best practice incident management procedures can be found in Appendix B, p6 - 10.**
- The next step may be to report the incident to the Police via 101 (In the event of a non-emergency)
- 101 (The Police Call Centre) will then allocate the incident to either the SCPO or Local Policing Teams depending on availability.
- The SCPO will determine whether a formal police investigation is required or if the incident can be dealt with under the School Crime Beat Protocol in collaboration with the School Behavioural Manager.
- When it has been decided:
 - to deal with the incident under the School Crime Beat Protocol, which prevents the criminalisation of young people, the school and the SCPO will work in partnership for an appropriate resolution. N.B. No formal crime report has been raised at this stage.

- if the incident is unsuitable for the School Crime Beat Protocol, it will be passed to the Local Policing Teams for formal investigation. The outcome could result in the young person entering the Criminal Justice System.

Incidents **external** to school will be dealt with and if necessary formally investigated by other warranted officers e.g. Local Policing Teams and cannot be dealt with under the School Crime Beat Protocol. These officers will be responsible for informing the school. The SCPO will remain a contact point throughout the investigation and will be in a position to advise and update the school about this process.

C. Emergency Procedure (phone 999) **(See School Crime Beat Protocol, p6 for more information at www.schoolbeat.org/en/teachers)**

If the Head Teacher considers the answer is YES to any of the statements below, and considers the incident to be an emergency then they should **dial 999** to obtain an immediate police presence. In summary, schools will contact the Police via 999 when:

- there is a serious immediate danger present
- a serious injury occurred or there a clear potential for serious injury
- there is a crime in progress or imminent
- there is a suspect present
- where a witness may be lost if police do not arrive quickly
- when there is a clear potential for a further crime to be committed
- when a victim of crime is suffering from extreme distress.

D. Police Response

Responding officers whenever possible will:

- liaise with the Head Teacher or nominated person
- not formally record and investigate a crime on school premises unless the school, victim, or parent/guardian request it
- only arrest children and young people on school premises in extreme circumstances and when absolutely necessary
- inform the SCPO

When officers who work in or attend school premises witness, or have a crime reported to them which took place on the school premises, the following will apply:

- A crime should not be recorded initially, but the incidents should be brought to the attention of the Head Teacher as soon as practicable and a joint decision made.
- The officer will not formally record and investigate any incident in a school as a crime, unless requested to do so, or where it is so serious as to be necessary (see below). If this does become necessary, then a formal crime report must be created.
- The Police, where possible, will follow the school's wishes and work within school policy.
- If an incident that occurred inside school during the school hours is reported to the Police by parents out-of-school hours, then the incident should be dealt with in accordance with the School Crime Beat Protocol and the school must be informed of the outcome.

E. Instances when the Police must formally record and investigate an incident on school premises

If the incident fits any of the below criteria, officers must create a crime report even if this goes against the school's wishes.

1. The officer judges it to be a serious incident which has led or is intended to, or is likely to or threatened to lead to serious harm or loss to any school child according to the view of the police officer, child or young person, parent or guardian or the child's representative.
2. The school requests the incident to be formally classified as a 'crime'.
3. Any victim, their parent/carer or the child's representative asks the Police to create a crime record.
4. Possession of Class A substances or if the substance has been or was intended to be supplied to any other person whether for gain or not.

Crime Recording (School Protocol) Appendix A

Serious incidents within the 'Crime Recording by Police Officers Working in Schools' guidance are defined as:

A Serious Incident	The Law
a Treason	
b Murder	
c Manslaughter	
d Kidnapping	
e Causing an explosion likely to endanger life or property	Explosives Substances Act 1883, s 2
f Possession of a firearm with intent to endanger life, use to resist arrest or carrying a firearm with criminal intent	Firearms Act 1968, ss 16, 17 and 18
g Hostage taking	Taking of Hostages Act 1982, s 1
h Hijacking	Aviation Security Act 1982, s 1
l Torture	Criminal Justice Act 1988, s 134
J Causing death by dangerous driving	Road Traffic Act 1988, s 1
k Causing death by careless driving when under the influence of drink or drugs	Road Traffic Act 1988, s 3A
l Endangering safety at aerodromes, hijacking ships, seizing or exercising control of fixed platforms	Aviation and Maritime Security Act 1990, ss 1,9 and 10
m Hijacking Channel Tunnel trains, or seizing or exercising control of the tunnel system	Channel Tunnel (Security) Order 1994, arts 4 and 5
n Taking, making etc. indecent photographs or pseudo-photographs of children	Protection of Children Act 1978, s 1
o The publication of obscene matter	Obscene Publications Act 1959, s 2
p An offence under the Customs and Excise Management Act 1979, s170, of being knowingly concerned, in relation to any goods, in any fraudulent evasion or attempt at evasion of a prohibition in force concerning importation of indecent or obscene articles;	
q Rape	Sexual Offences Act 2003 (SOA 2003), s 1
r Assault by penetration	SOA 2003, s 2
s Causing a person to engage in sexual activity involving penetration without consent	SOA 2003, s 4
t Rape of a child under thirteen	SOA 2003, s 5
u Assault of a child under thirteen by penetration	SOA 2003, s 6
v Causing or inciting a child under thirteen to engage in a sexual activity involving penetration	SOA 2003, s 8
w Sexual activity with a person with a mental disorder impeding choice, where the touching involved penetration	SOA 2003, s 30
x Causing or inciting a person with a mental disorder impeding choice to engage in sexual activity involving penetration	SOA 2003, s 31
y Causing or allowing the death of a child or vulnerable adult	Domestic Violence Crime and Victims Act 2004, s 5
Z1 Drug trafficking	Proceeds of Crime Act 2002 (PCA 2002), Sch 2, paragraph 1
Z2 Certain money laundering offences	PCA 2002, s 327, 328 or 329

Home Office Counting Rules for Recorded Crime with effect from April 2013 (2 of 3) ANNEX

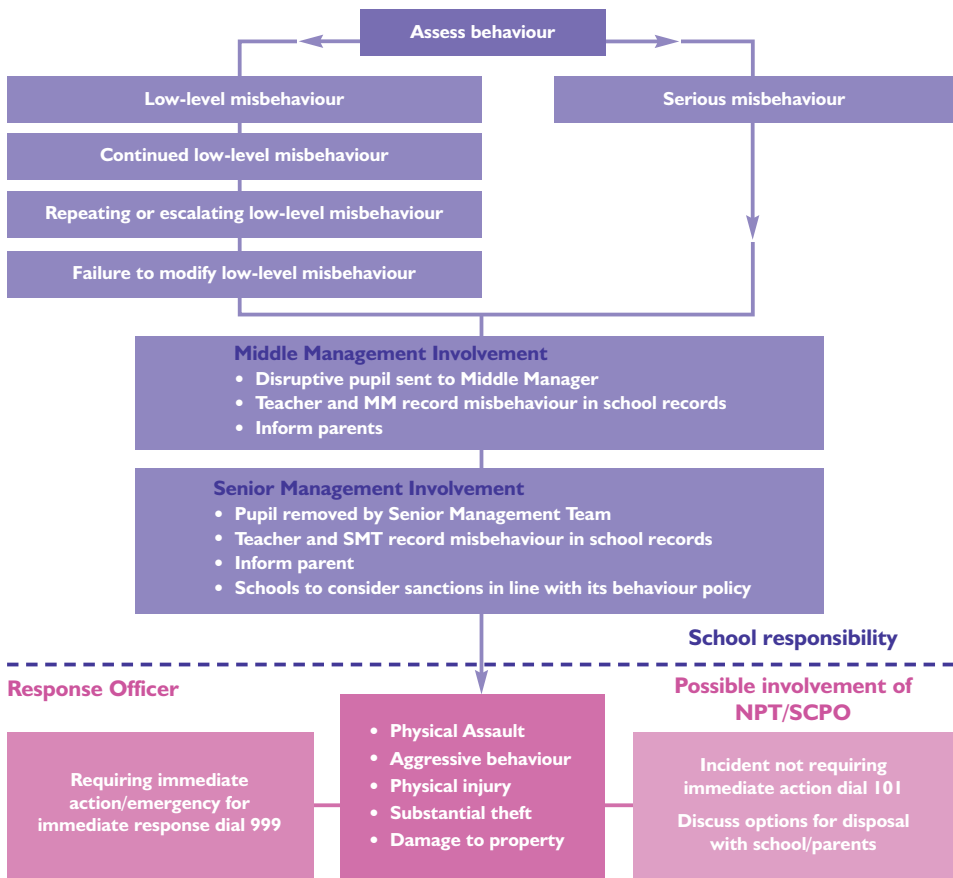
Safe and effective intervention – use of reasonable force and searching for weapons Guidance
<http://learning.wales.gov.uk/docs/learningwales/publications/121128safeen.pdf>

Any other offence is serious only if its commission has led to any of the consequences set out below, or is intended to lead to any of those consequences:

- (a) serious harm to the security of the State or to public order;
- (b) serious interference with the administration of justice or with the investigation of offences or of a particular offence;

- (c) the death of any person;
- (d) serious injury to any person;
- (e) substantial financial gain to any person; and
- (f) serious financial loss to any person.

Unacceptable Behaviour Appendix B



Truancy

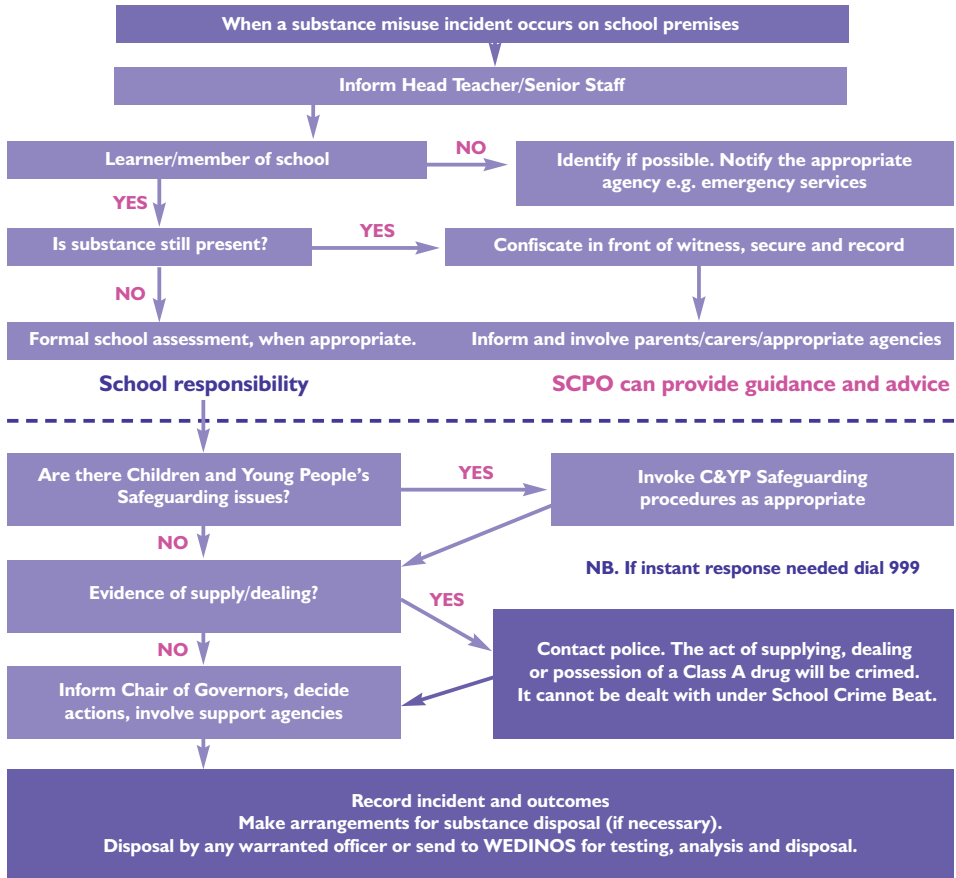
Truancy is a matter which is dealt with by the local Education Welfare Officer in line with school policy.

Practical approaches to behaviour management in the classroom: <http://learning.wales.gov.uk/resources/practicalapproaches/?lang=en>
Behaviour Management Handbook for Primary Schools: <http://wales.gov.uk/topics/educationandskills/schoolshome/pupilsupport/behaviourmanagement/?lang=en>
Nurture groups: A handbook for schools <http://learning.wales.gov.uk/resources/nurturegroups/?lang=en>

Substance Misuse Appendix B

A suggested response procedure: actual incident.

This procedure covers both legal and illegal substances



Substance misuse

School policy must be followed for both rumour/suspicion and actual incidents.

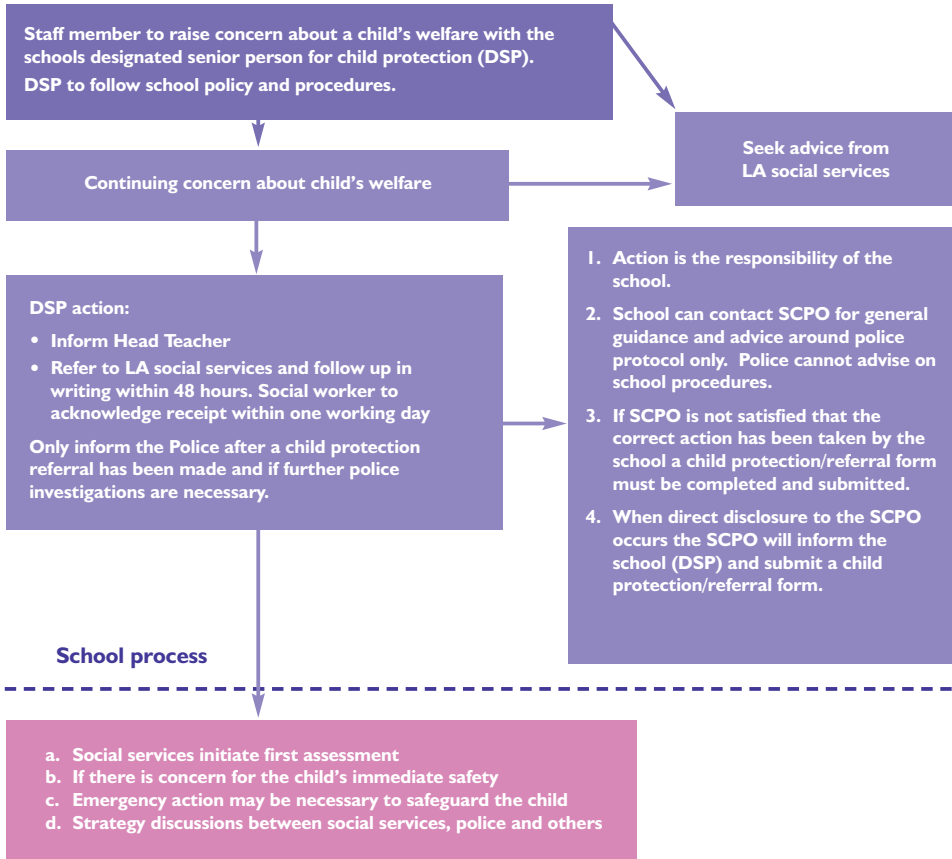
Police involvement in substance misuse incidents would not occur until 'formal assessment' stage (Guidance doc for Substance Misuse Education doc: 107/2013 p45) In relation to the SCPO this should take the form of guidance and advice.

Any investigations are likely to be undertaken by other officers e.g. response or Local Policing Teams.

When making arrangements for substance disposal, any warranted officer may attend or the substance may be sent to WEDINOS for testing and analysis.

SCPOs should be made aware of any substance misuse incident that occurs in the school.

Actual response procedure for safeguarding children in Education
Appendix B



NB. Records must be kept in accordance with Welsh Government Draft Guidance – Safeguarding Children in Education 007/2013

Safeguarding

If the school or any person working in the school has concerns or suspicions that a child is suffering, has suffered, or is likely to be at risk of harm they have a statutory duty to report this to their designated senior person (DPS) for child protection.

The DPS will review the evidence and subsequently refer the case to the appropriate authorities. SCPOs can be consulted for advice and guidance in such cases; however when an SCPO is informed, he or she is duty bound to submit a child protection referral (disclosure) form.

Revised guidance on Safeguarding Children in Education

<http://wales.gov.uk/consultations/education/revised-guidance-on-safeguarding-children-in-education/?lang=en>

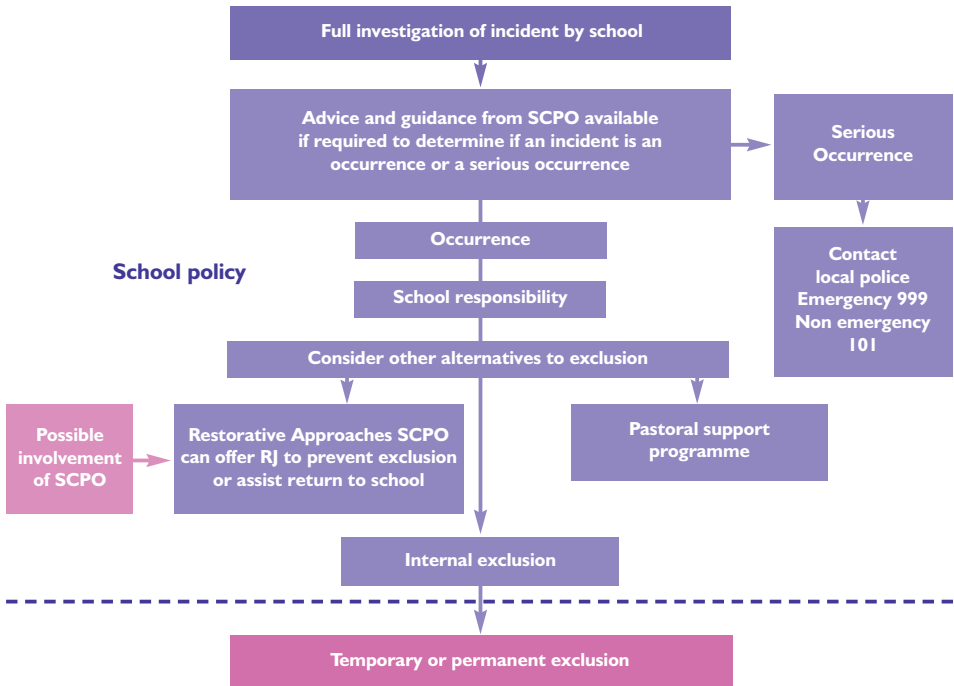
Nurture groups: A handbook for schools <http://learning.wales.gov.uk/resources/nurturegroups/?lang=en>

Exclusions Appendix B

A decision to exclude a learner should be taken only:

- in response to serious breaches of the school's behavioural policy
- if allowing the learner to remain in school would seriously harm the education or welfare of the learner or others in the school

Prior to this final step, a wide range of strategies should have been implemented:



Exclusions

A school decision to exclude a learner should be taken only:

- in response to serious breaches of the school's behaviour policy (see diagram p 9)
- if allowing the learner to remain in school would seriously harm the education or welfare of the learner or others in the school.

These might include, serious actual or threatened violence against another learner or a member of staff, sexual abuse or assault, supplying an illegal drug, use

or threatened use of an offensive weapon. In these cases it would be appropriate for schools to inform the Police if they believe such a criminal offence has taken place. If an instant response is required dial 999, if a non emergency ring 101.

Re-admission to school

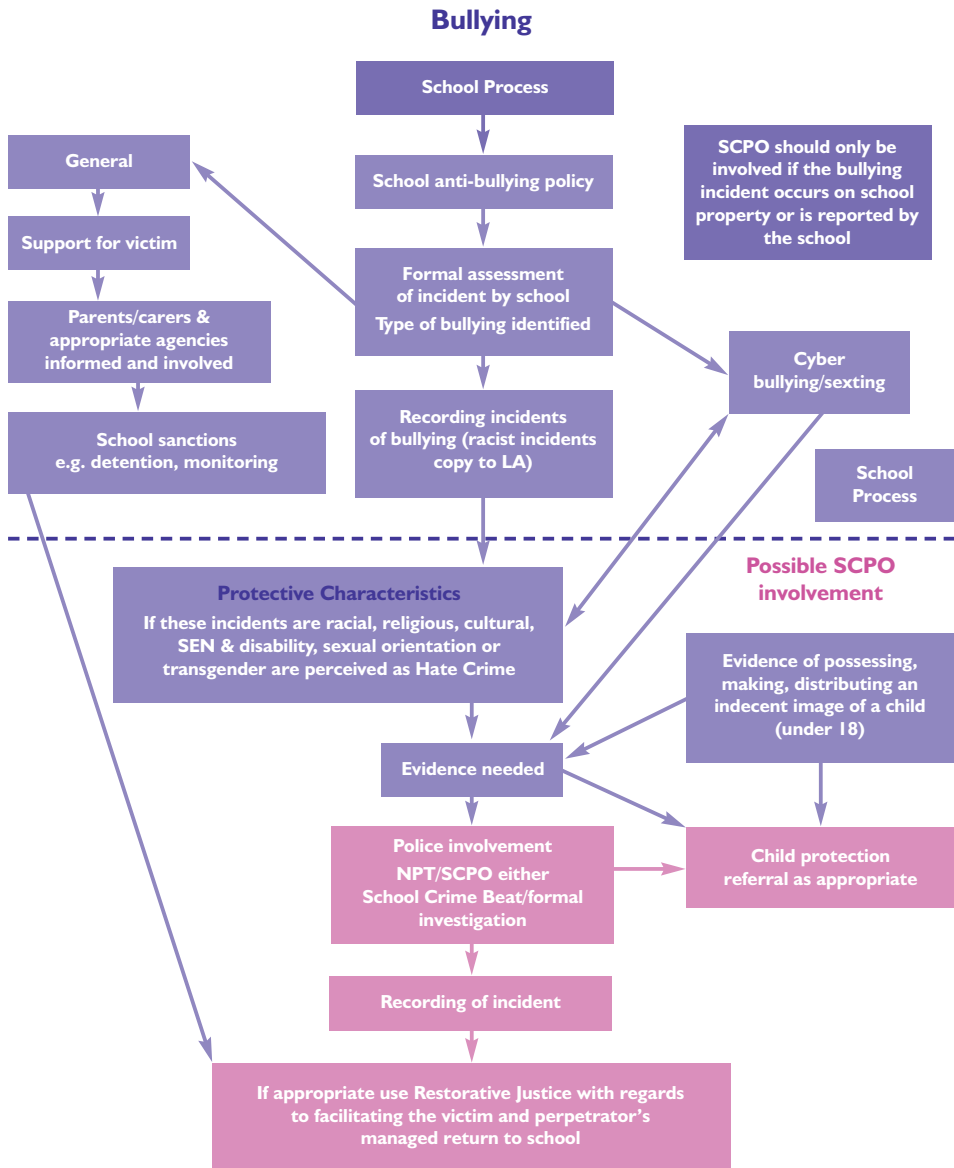
The officers can use Restorative Practice as a useful tool to re-assimilate young people into the school community and to reinforce positive citizenship. SCPOs are trained in and can offer Restorative Justice meetings or conferences to assimilate pupils back into the school setting.

Exclusion from Schools and Pupil Referral Units

<http://wales.gov.uk/topics/educationandskills/schoolshome/pupilsupport/exclusion/?lang=en>

Safe and effective intervention – use of reasonable force and searching for weapons Guidance

<http://learning.wales.gov.uk/resources/safeandeffective/?lang=en>



The SCPO is not in school to deal with bullying when it is considered low level misbehaviour and falls short of criminal behaviour. This behaviour should be dealt

with according to school policy and procedure. When bullying is determined to be Hate Crime, harassment, sexting or serious assault the Police may be involved.

