

School safe scheme - 1

What to do if a pupil, parent or member of staff reports an incident, either on the way to or from school or during the school day?

Report the incident to the police

Schools are encouraged to contact the police in case of serious incidents. In particular if the incident involves:

- Strangers taking photographs of pupils
- Pupils being followed by strangers
- Unfamiliar persons present on school grounds
- Possible abduction attempts.

Report a school safe incident

Download the incident description form at egfl.org.uk/schoolsafe. Complete and return by email to egflwebteam@ealing.gov.uk so the team can alert schools in the area.

Prompt notification of an incident enables the EGfL web team to contact colleagues who will provide security related support and advice to schools.

Visit egfl.org.uk/schoolsafe

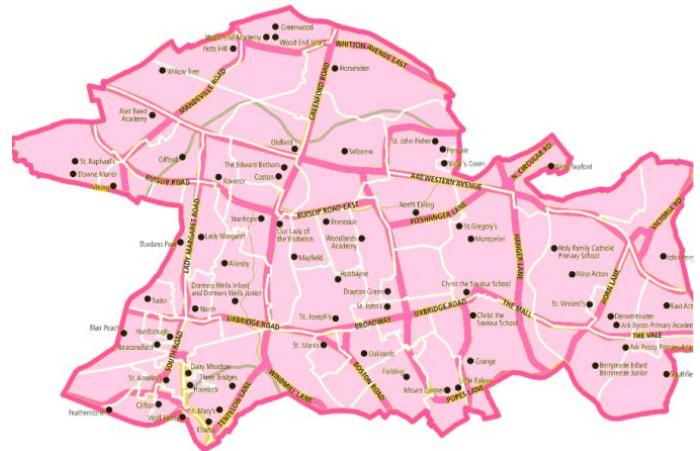
Receiving alerts

If you wish to receive alerts, please email egflwebteam@ealing.gov.uk

We distribute incidents to schools (includes independent schools) in one or more of the following areas, depending on where the incident took place:

- Acton
- Ealing/Hanwell
- Greenford/Northolt/Perivale
- Southall

Severe incidents are distributed to all areas.



School safe scheme - 2

Incidents reported during 2018

The web team distributed 137 school safe alerts.

Examples:

- 25 involved possible abduction attempts
- 11 involved strangers taking photographs of pupils on mobile phones
- 26 involved pupils being followed by strangers.

Other uses of school safe

The system is also used to disseminate:

- Police safeguarding alerts
- Security briefing updates following hoax threat calls/emails to schools
- Counter terrorism information and advice for schools
- Guidance from Ealing Prevent on how to discuss the subject of terror attacks sensitively in schools and settings and how to report concerns around extremism and community tension
- School travel advice following incidents.

Visit egfl.org.uk/schoolsafe



Complete this form, then save and send by email to: egflwebteam@ealing.gov.uk. We will circulate to appropriate schools and children's centres by email immediately. If you have any problems contact Dee Pollard on 020 8825 8245 or Janet van der Meulen on 020 8825 7108. You can download this form from www.egfl.org.uk/schoolsafe

Name of school reporting incident	Enter school name		
Date and time incident	Enter date and time of incident		
Location of incident	Enter location details		
Brief details of incident	Enter incident details		
Description of person	Person 1	Person 2	
Sex	Choose sex	Choose sex	
Age	Choose age	Choose age	
Height (cms)	Enter height	Enter height	
Build	Enter build	Enter build	
Skin colour	Enter skin colour	Enter skin colour	
Hair	Enter hair details	Enter hair details	
Eyes	Enter eye details	Enter eye details	
Hat	Enter cap details	Enter cap details	
Glasses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Moustache/Beard	Enter details		
Other distinguishing features eg accent, scars, tattoos	Enter distinguishing features	Enter distinguishing features	
Vehicle registration numbers	Enter vehicle reg number		
Vehicle make/model	Enter make/model details		
Vehicle colour	Enter colour		
Police informed- appropriate for majority of school safe incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Crime / CAD ref if applicable	Enter CAD ref
Does child involved have an allocated social worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reported by	<input type="checkbox"/> Pupil <input type="checkbox"/> Parent <input type="checkbox"/> Police <input type="checkbox"/> School staff <input type="checkbox"/> Other
Time and date reported	Enter date and time	Name of staff member completing form	Enter details.
Signed Type name for email purposes	Enter name	Date	Enter date

Disclaimer: We can only distribute school safe alerts to those schools we have the correct email addresses for. It is the schools' accountable officers responsibility to keep us up to date of any email address changes. We are not responsible for the content of the alerts. We are not responsible for passing serious incidents on to the police. Schools must contact the police directly to inform them of a serious incident.

Incident description form

- 51% of incidents alerts showed that schools had reported or were going to report the incident to the police
- 400 email addresses are on the distribution list.