**Managing Incidents Off School Premises**

STATEMENT OF INTENT

It is acknowledged that school staff often undertake tasks either within directed time or as allocated tasks to ensure the safe, orderly departure of students from the school site and the area immediately [[1]](#footnote-1) surrounding the school during the school day. On rare occasions, incidents take place that may:

* Put students and staff at risk of harm
* Require communication and a coordinated response from Police colleagues
1. RESPONSIBILITIES

The Head Teacher & Governing Body is responsible for:

* Following its internal induction and training procedures to ensure that staff are aware of the responsibility to keep themselves safe whilst taking part in any tasks on or off the school premises
* Ensuring parents and students are clear about expectations for behaviour whilst leaving the school site and in the local community – particularly ensuring they are aware of the close partnership between the Police and school to address anti-social, criminal and violent behaviour
* Training staff in following procedures for sharing intelligence and/or requesting Police support as required

West Midlands Police are responsible for:

* Understanding the role of the school in behaviour management and where the boundary between school responsibility and community safety occur
	+ - School staff are not legally required to supervise young people when they are off the school site (except when they are on a trip or under school staff supervision agreed by parent/carer consent)
		- Any tasks undertaken off-site by school staff are voluntary and whilst schools prioritise their health and safety, it is not the responsibility of the school, and staff should not take direct action to intervene in an incident involving students or members of the public.
* Assessing information received from schools and providing support/guidance in line with existing protocols
* Duty of care for all staff
1. STAFF SAFETY

The following are recommendations in the interest of maintaining staff health and safety whenever they take part in a task off the school site:

* The school insurance policy must cover this activity.
* The off-site incident process should be reflected in the school behaviour management policy.
* Staff should always operate within the structure of the school’s safeguarding policy and procedures.
* Staff must carry out these tasks in pairs with another member of staff.
* Staff must have a charged, operational mobile phone and/ or radio allowing them to contact the school office and/or the Police directly.
* Schools should have in place a method for staff to quickly address their concerns if they do not feel safe whilst undertaking tasks, similarly if they feel students are not safe, including leaving the incident
* This task should be limited to no more than 10-15 minutes, unless there are unusual circumstances where staff are dealing with an on-going incident.
* Once the allocated task has finished and staff have returned to the school site they should not go back out and deal with a new incident.
1. PREVENTING AN INCIDENT

In some circumstances, school staff become aware through student feedback that an incident of crime or anti-social behaviour is being planned to take place at the end of the school day e.g. fights, outside school between students and members of the public (including students from other schools).

Before reporting a foreseeable incident to the Police, school staff should:

* Gather as much information as possible including names of those involved, locations, and work to resolve the issue in school using existing behaviour policies
* Risk assess the likelihood of the incident taking place using professional judgement
* Risk assess the potential level of harm to the people involved
* Consider any additional threats e.g. do any of the young people have gang affiliations, a history of carrying weapons etc.?
* Review opportunities to intervene early e.g. if young people are travelling from another school or setting to take part in an incident. It would be considered good practice for school staff to liaise with any neighbouring schools to work in partnership towards solutions
* Speak to the young people involved to try to diffuse the situation – ensuring that pupils know the potential risks and consequences of involvement in an incident
* Consider whether students should be dismissed from the school site at the end of the day – schools may wish to delay/stagger dismissal.
* If the risk is considered high then decisions should be made in conjunction with the school Lockdown Policy.
* Consider whether Police involvement would be appropriate/proportionate:
	+ if the answer is yes:
	+ Confirm the course of action with the Head teacher/Principal/Senior Leadership Team
	+ Call the Police on the 101 (non-emergency number) providing the following details:
		- Explain that there is expected to be an incident after school and Police intervention is required
		- Request that the District Inspector is made aware of the request as soon as possible
		- Provide a lead contact name and a contact number – preferably mobile
		- Request that officers be in attendance in good time so as to prevent the incident e.g. 10 minutes before the end of the school day
		- Request an incident log number from the call handler
		- Escalate through the police command structure if expressed concerns are not actioned.
1. ESCALATING INCIDENTS/EMERGENCIES

Occasionally, incidents may occur outside school that are unforeseen or have escalated quickly; there may also be a sense that an incident will take place imminently. On these occasions, school staff should contact the Police and request an emergency response.

In order to secure an immediate attendance by the Police, school staff should:

* Call 999 call to be made preferably by a member of SLT, unless there is a risk of immediate danger and explain that a **crime is taking place** orpotential crime about to take pace
* Provide details of precise location, thorough descriptions of those involved, number plates and any specific risks e.g. weapons
* Provide a contact name, position in school, mobile number
* Consider issues of personal safety, making an immediate assessment of threat, harm and risk.
* Move any bystanders to a place of safety/clear area (school site)
* Contact the school office, advise the Head teacher/Principal – follow school procedures
* Be ready to meet response officers and discuss the incident
* Make a note of any pupils involved, including any who may be filming or recording the incident, providing this detail in a written statement.
1. REFLECTION & REVIEW

It is important once the incident has been controlled to review the whole situation and see if learning can be gathered as to how to avoid similar situations arising in the future. It is important that such incidents are correctly reported and any communication be coordinated and consistent between involved agencies. Regardless of school designation, if an incident has occurred off site involving pupils the School should reflect on the gravity of an incident and decide if they should:

* Notify the Local Authority School Safeguarding Advisor Tel. 0121 303 2291
* Liaise with the Birmingham City Council Press Office
* Complete an Incident Review – if appropriate follow the BCC Critical Incident process
* Review the situation with the staff members directly involved ensuring that they feel safe and supported. Where necessary refer staff to appropriate ‘staff care’ counselling and support services.
* Brief all relevant staff seeking cross school advice on how future incidents could be avoided and how learning points can be implemented.
* Reflection on an event may lead to whole school training on incident management.
* Opinions should be sought from all staff across the school as to how future incidents could be managed.
* Feed any solutions applicable to cross-city process development to the Educational Safeguarding Advisor
1. It is impossible to define ‘immediate’ as the geography of every school site is different; however the intention is to refer to the immediate vicinity of the school gate and very local area. It does not include communal shopping areas, local parks or local bus routes. The description should be agreed between the school, governing body, and staff representatives. [↑](#footnote-ref-1)