

Kent Police Child Centred Policing - Schools Charter



Useful Contacts

My local CCPT		
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In an emergency	- Crime in progress - Offender nearby - Someone in danger	999
Non emergency		101 or Kent police live chat

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1 Introduction

Following the Neighbourhood Policing Review in June 2023, Kent Police have developed Child Centred Policing Teams across the County, built on successes of the previous Schools Officers model. These officers work alongside colleagues within the educational environment, professional partners, and with young people, their parents and carers. The teams are district based and supported by a central co-ordination team.

During the design for this provision, Kent Police have worked closely with key stakeholders and practitioners, both internally and externally, to identify the most effective use of such a role. The CCP Teams are comprised of police officers and community support officers.

By investing officers within educational settings and surrounding communities, Kent Police aims to ensure young people feel safer in their environments through positive interaction, prevent them from becoming victims of crime or exploitation and divert them away from the criminal justice system, through exploration of root causes of poor behavior and use of suitable interventions.

This document is designed to be a point of reference for all members of the partnership, including teachers and designated safeguarding leads and sets out roles and responsibilities within education establishments, setting out how to develop and maintain professional relationships.

A letter is also available on request to explain the Child Centred Policing role to parents and carers.

Introducing Child Centred Policing (CCP) Officers:

CCP Officers are a dedicated Policing resource designed to support children and young people (CYP), teachers, parents, carers and communities in the identification and disruption of criminality and exploitation, through early intervention and safeguarding approaches.

CCP Teams work to our child centered policing strategy, this strategy adopts the "4E approach".



Engagement

Every interaction with a young person has the potential to improve their views, values, and future emotional responses to police. We must listen to their voice, seek their views and react to their needs through our words, body language and culture. Every opportunity to engage with a child or young person is an opportunity to hear their voice and act.

Early Intervention

Our approach to early intervention is in exploring the root causes of behaviour and addressing these through diversion. Early intervention is the process of identifying a vulnerable child before they are exploited or enter into criminality and putting in place harm prevention plans and diversions to minimise their risk and likelihood of becoming involved in crime. The best way to protect those that are vulnerable is to prevent problems arising in the first place.



Education

Child centred Policing officers recognise that every interaction is an opportunity to explain the role of policing, the law and criminal justice system. This includes educating CYP when poor behaviour has occurred and discussing wrongdoing but also includes issuing of safety advice and awareness of criminal exploitation. This approach solidifies our commitment to consider the policing impact and perception on children and young people in all that we do

Enforcement

We will reduce youth offending through a holistic Youth Justice model, utilising partnership working to consider a range of out of court resolutions and restorative justice options.
We will address youth offending with proportionality, fairness and a drive to reduce re-offending, whilst empowering victims to have a voice in outcomes. A key element of our proportionate response to youth offending is the encouragement of young people to recognise the dangers of their own behaviours.

What CCP Officers will do with Schools:

- Support schools in delivering diversion and intervention schemes for children.
- Act as a point of contact for teachers, parents and children.
- Actively safeguard children at risk of criminality or exploitation.
- Be there for children and young people to talk to and seek advice from.
- Provide advice and guidance to school staff on legislation, trends, and safety.
- Assist in delivery of educational inputs as appropriate.

What CCP Officers will not do:

- They do not replace Schools' Behavior Policy but will support existing school's practice where appropriate, and proportionate.
- They will not be routinely arresting or searching students. The intention is not to arrest or search children within schools and this will only occur in exceptional circumstances.
- They do not replace teachers' ability, duty or responsibility in aspects such as search and seizure, behavior management and truancy.

Points of note and terminology:

These dedicated Policing resources are designed to support students, teachers, parents and communities in the identification and disruption of criminality and exploitation. This will be through early intervention, diversion and safeguarding. The CCP officers will work with primary and secondary schools, colleges, universities, pupil referral units, specialist schools and other educational establishments as well as working within the wider community. The intention is not a provision solely intended for schools, as there are many benefits for the CCP officers to support other young people in the community, at youth hubs, sport clubs, youth engagement activities and local youth hotspots.

The term "officers" within this document relates to both Police Officers and Police Community Support Officers.

2 Aims of the role

- Increase safety and the feelings of safety and build trust and confidence for young people.
- Advise and signpost appropriate services and resources based on the young persons' needs.
- Provide a visible, accessible presence treating each child as an individual, taking their views and thoughts into account.
- Reduce youth crime and prevent young people becoming victims.
- Identify and work with groups of young people at risk of becoming victims, offenders or those that might be subject to radicalisation or exploitation.
- Participate in formal and ad hoc meetings including child protection, where appropriate and relevant.
- Work closely with school staff to identify those that are vulnerable to serious violence, gangs, exploitation and county lines and plan appropriate action for intervention and diversion.
- Support a rounded approach to exclusions and supporting home-schooled children.
- Act as a point of advice and guidance to schools, staff and carers on policing and law matters.
- Take an innovative, partnership problem-solving approach when dealing with issues.
- Actively engage with CYP, creating meaningful two-way communication and giving them a platform to become involved in policing, their community and resolutions to problems.

3 Purpose of agreement

This charter aims to clarify the operational scope of the CCPT and to clarify each parties' expectations and responsibilities to ensure an effective partnership. The agreement also outlines reference materials relating to working practices and reflects all parties' commitments to 'Child Centred Policing'. As the partnership develops, this agreement will be reviewed every 12 months to ensure it reflects changes in both the internal and external environment.

4 Our Joint Values

- We will treat Police, school staff, pupils and parents/carers with respect supporting diversity and inclusion.
- We will listen to each child and take their thoughts, concerns, and views into account.
- We will build positive relationships and connections with young people to shape the future of Policing engagement.
- We will review our work to continually improve.
- We will act with professionalism and integrity in all interactions.
- We will adopt a Child Centred approach, treating them first and foremost as children, and supporting each child based on their individual needs, experiences and thoughts.

5 Joint Priorities

- Upon the agreement of the CCP Team working within a particular school setting, joint priorities will be identified between the officer, school staff and students. All parties will then agree on appropriate responses.
- Each priority will be a "SMART" (Specific, Measurable, Achievable, Realistic, Timescale) objective, agreed by all parties.
- The priority/problem solving plans will be reviewed at the start of every term to see if further focus is required. This is an ongoing process taking place each school term.
- Measurable results can be communicated to the school community and fed back to the central Child Centred Policing team for the purpose of sharing successes and good working practices.

6 CCP Officer Role and Responsibilities

Contact and working time:

- Each CCP Team is responsible for the schools within their district. As a result, the officers will spend time between multiple schools and locations, officers will also be working a shift pattern including evening and weekend working, and therefore will not have full coverage of the school hours.
- The CCP Team should provide their Schools with their shift pattern and abstractions (including leave) so the school are aware when the officers are on duty. Any non-emergency contact with the teams should be directed to the local CCP Sergeant or Central CCP Consideration may be given for a neighboring officer to attend in the absence. **If the matter is urgent or is an emergency 999 / 101 must be used to allow for a risk assessment and suitable response to be considered**
- Each District CCP Team will provide contact details to their schools.
- The officer will notify the school staff upon their arrival/departure from the school to comply with the school's health and safety regulations and to manage the expectations of the school staff.
- All officers are fully operational and therefore could be abstracted in exceptional circumstances to non-CCP related Police work depending on operational need. This decision would be made by the on-duty district Inspector after liaison with the on-duty supervisor.

Patrolling:

- CCP officers will undertake high visibility patrols outside the school complex, routes around the school and on public transport.
- At times "hotspot areas" may be created that either encompass schools or are close to schools, and if this is the case extra patrolling may be noticed in the vicinity.

Behavior Policy and supervision of pupils:

- The CCP officer will read and understand the behavior policy for the school. CCP officers will not intervene in altercations between pupils where staff can intervene. If present during an altercation, the officer will only intervene if there is a real possibility of damage to property or injury to any person, and the school staff are unable to control the incident. PCSOs are not trained to deal with physical altercations and will instead request support and gather evidence for later use.
- The CCP officer may assist members of staff exercising their legislative powers (e.g. search for prohibited items) if this is required due to concern of injury to the staff member or a danger to other pupils. However, school staff remain the primary agency within the school complex.
- The care and supervision of pupils is the responsibility of school staff. The CCP officer will not conduct supervision of pupils in place of school staff. The CCP officer must be accompanied by a staff member during a pre-planned meeting or interview with a pupil.
- The CCP officer will not be used to escort pupils away from the school unless for a general Policing purpose, which would be exceptional circumstances and unless necessary for an immediate response, would primarily be carried out by a different officer not aligned to the school. This may include:
 - Arrest of an offender, where no other option exists due to the nature of the incident;
 - Placed into Police protection under S46 Children Act 1989 or detained under S136 Mental Health Act;
 - Interaction with the pupil is because of crime enquires (i.e. victim or witness to a crime) and there is a necessity for Police to escort the young person in their best interests.
- Arrests in school must only take place in exceptional circumstances, where there is a pressing need based on the circumstances, officers should first communicate with the school unless it is wholly impracticable to do so – For example a serious live incident requiring an immediate response. (Please see section 11 for full arrest guidance)

Uniform Policy:

- The CCP officer will wear police uniform whilst deployed in and around schools. There may be certain circumstances where plain clothes work may be suitable in consultation with the school or as part of a planned policing operation. Where this request is made it must be approved by the district CCP Supervisor.
- Whilst on patrol outside of the school the CCP officer must have with them their full Personal Protective Equipment (PPE). This includes, radio, stab vest, PAVA incapacitant spray, baton, handcuffs and possibly taser). If on plain clothes patrol as above, then this PPE will be worn using a covert harness.

PSHE Lesson delivery:

- CCP officers can support schools in the delivery of PSHE inputs on policing and law-based subjects, to educate pupils on subjects within the PSHE syllabus that have a connection to Policing. The CCP officers are not routinely trained in teaching, and they should act as a supportive Subject Matter Expert (SME) to a teacher.
- Where CCP officers assist with lessons, these should be delivered in line with PSHE and NPCC guidance, delivering factual inputs around law, legislation and safety.
- Officers from the central CCP team maintain a suite of material, and only this approved material can be delivered as part of school lessons.
- At times it may be necessary to deliver safety advice or workshops to students during an assembly, however it is well evidenced that more interaction and impact is achieved through class sized input.

Other duties:

- Officers may be able to offer diversionary schemes, specific workshops and programs to individuals and/or groups, however, they may not always be available in all areas so geographic restrictions may apply.
- Officers may be asked to gather evidence within schools by policing colleagues; if this occurs, they will discuss the requirements with the school before taking any action.
- Officers may be working with young people who attend the school about safeguarding and support. At times they may wish to communicate with that young person in the school environment. They must seek permission from the school prior to doing this and it must only be done if the school authorise the contact.

7 School roles and responsibilities

- The school will identify a Single Point of Contact (SPOC) for the CCP Officer nominated by the head teacher. All enquiries to and from the CCP Officer should be communicated via the SPOC. In most cases the SPOC will be the Designated Safeguarding Lead at the school (DSL). However, the school can choose the most appropriate SPOC for their CCP.
- The school, where able, will be asked to provide the CCP OFFICER with use of an office/working area for meetings to be held. The location of this office/working area should ensure confidentiality is not compromised. There should also be a secure area where any PPE can be stored when this is not required to be worn.
- The SPOC should include the CCPO in any meetings relating to a child's safeguarding where it's relevant for the CCPO to be aware of the information and a benefit for the CCPO to be present.
- The school is responsible for dealing with incidents outlined in the school's behavior policy. Staff can request a CCPO intervention if it's apparent that an incident is escalating, and the involvement of the officer is necessary to prevent damage to property or likely injury to any person.
- The school staff will identify and promote methods of communication with pupils and parents/guardians relating to areas of crime prevention and contact methods (for example newsletters, notice boards).
- It remains the school staff's responsibility to continue to fulfil the obligation upon the school to report matters to social services in accordance with the 'keeping children safe' guidance by the department of education. It's not the CCPO's responsibility unless this information was obtained by them in their day-to-day business (i.e. crime enquiries).
- School staff are ultimately responsible for decision making around school exclusion and use of legislative powers on school premises. The CCPO will assist and advise in such situations and with partners, offer alternatives diversionary schemes to keep a child within education and assist with the search of pupils if required.

8 Safeguarding and information sharing

It is vital that Kent Police and the educational establishment share information to maximize the opportunities to safeguard children. It is expected that the Police and educational establishment will be able to readily exchange data to fulfil statutory obligations and keep young people safe.

The school staff and CCPO will share information relating to:

- Crime allegations after consultation with the 'when to call police guidance' for schools and colleges.
- Crime allegations dealt with under schools' policy but there is a benefit to share information for the prevention of crime, safeguarding reasons (See appendix B and section 9 regarding what constitutes a 'schools' incident'.
- School exclusions both short term and long term.
- The non-attendance of pupils where there are crime/safeguarding concerns.
- Children reported missing from home.

- Any other matters impacting on the welfare or safety of a child. This can include observations of a child's behaviour or appearance giving rise to concerns such as abuse, bullying, neglect, or radicalisation (to ensure the objectives of the Children Act 2004 in securing the welfare of all young people is achieved).
- Updates on live investigations involving young people where the educational establishment can implement safeguarding.
- Any information relating to anticipated violence within or surrounding the educational establishment for preventative measures to be implemented.
- For educational establishments to assist the Police in the identification of pupils/ students who are suspected of criminal offences(s) for a prompt outcome.
- Op Encompass and Op Encompass plus are methods of police information sharing relating to incidents involving students. Schools are made aware of incidents via the Central Referral Unit via email. Your school should already be receiving these updates. If they are not please contact the central CCPT or Central Referral Unit.

To allow the transfer of information between the police and educational establishments, there's a necessity to have a form of agreement between parties in accordance with the General Data Protection Regulation (GDPR and the UK Data Protection Act 2018 DPS 2018). This will allow for informal data transfer between partners in a fair, lawful and transparent manner.

Kent Police are signed onto the Kent and Medway Information Sharing Agreement (KMISA) to exchange data with partners. All educational establishments will need to sign up to the KMISA by visiting Kent and Medway Information Sharing Agreement - KELSI and emailing a signed copy to CYPEIG@kent.gov.uk.

For the Child Centred Policing Team, a repeat sharing agreement has been completed which must be signed by the CCPO and the School for routine sharing.

Any educational establishments who are not able to sign onto KMISA will need a bespoke Information sharing agreement which will be completed on a case-by-case basis by the CCPO.

CCPOs are unable to share school information regarding school issued sanctions – this information must be handled by the school. Likewise, it may at times be unjustifiable for officers to share specific information with the school or parents relating to Police investigations.

9 Incident Reporting and Terms of Reference

- Where an incident is reported to a school, the seriousness of the incident will be a judgement for the school to make. In making this decision, the level of injury/damage/theft, any history behind it and the pupil(s) concerned would be considerations for the school and the CCPO, in an advisory capacity. Any incident involving a knife or offensive weapon must **always** be referred to the Police for appropriate action and any necessary subsequent intervention.
- When deciding whether to involve Police, the 'when to call police guidance' for schools and colleges should be consulted, to assist in staff decision making.
- The term 'school' refers to any number of educational establishments, i.e. primary, junior, secondary, grammar, private, independent, pupil referral units, community colleges and alternative curriculum providers. The principles of the charter should also extend to sixth form colleges.
- 'School premises' refers to the whole of the school grounds, including its buildings, detached and onsite sports fields while open for the purpose of teaching its pupils, or while undertaking after-hours activities with its pupils. Where a school occupies more than one site, premises include those public areas (roads, paths etc.) between those sites during the period that the school is open as discussed above.
- Pupils' behavior outside school, but on school business, e.g. school trips, away schools' sports fixtures, work experience placements, school activity holidays etc. where pupils are under the supervision of school staff, is subject of the school's behavior policy. Poor behavior in such circumstances should be dealt with as if it had taken place in school. Incidents taking place outside school after hours cannot be dealt with under schools' policy (for example, fights outside of school gates). Such matters must be recorded as a

crime even if it's deemed later to be more appropriate to allow the school to continue dealing with an incident, particularly where they are already actively engaged in resolving an on-going incident.

- Whilst the school, in consultation with the parent/carers and the CCPO will decide upon a course of action, the school retains the right to report the incident for Police investigation at a later stage should the matter prove to be more serious than it appeared at first. When the decision is that the school will deal with the incident internally, it remains the prerogative of the school to investigate the incident and resolve it in the manner deemed appropriate.
- If the school, having considered all the circumstances, makes the decision to request the police to take over the investigation, it remains for the school to co-operate fully in that subsequent investigation.
- **What is classed as an incident on schools' premises:** "Any incident at a school, during school hours, extended school hours or on a school trip, where the victim, offender or suspect is a pupil at the school. In these circumstances the school managers should deal with the incident within the school disciplinary procedures".
- **Examples:**
 - Pupil assaults pupil or staff
 - Pupil steals from pupil
 - Pupil damages school property
 - Pupil steals school property

What is not classed as an incident on school premises. "Any incident at a school where the victim, suspect or offender is not a pupil at the school".

Examples:

- Parent assaults teacher
- Teacher or school staff steals school property
- Pupil breaks into school out of school hours
- Stranger steals school property
- Incidents on public transport outside of school hours. Public transport that happens to be a bus used by school children, that has the general public on board, is not an incident to be dealt with under this procedure.

These incidents are not part of the school's disciplinary procedures and must be recorded as a crime in the first instance.

Incidents where a member of staff allegedly assaults a pupil should be reported by the school to Kent County Council (KCC). Thereafter a joint investigation may take place between KCC and Police (Vulnerability Investigation Team).

There are 4 different ways to contact the Police in relation to any incident/allegation of crime:

999- Emergency.

101 / Live Chat - Non-emergency (CCP officer not present).

Via CCPT Email account to the CCPO/supervisor.

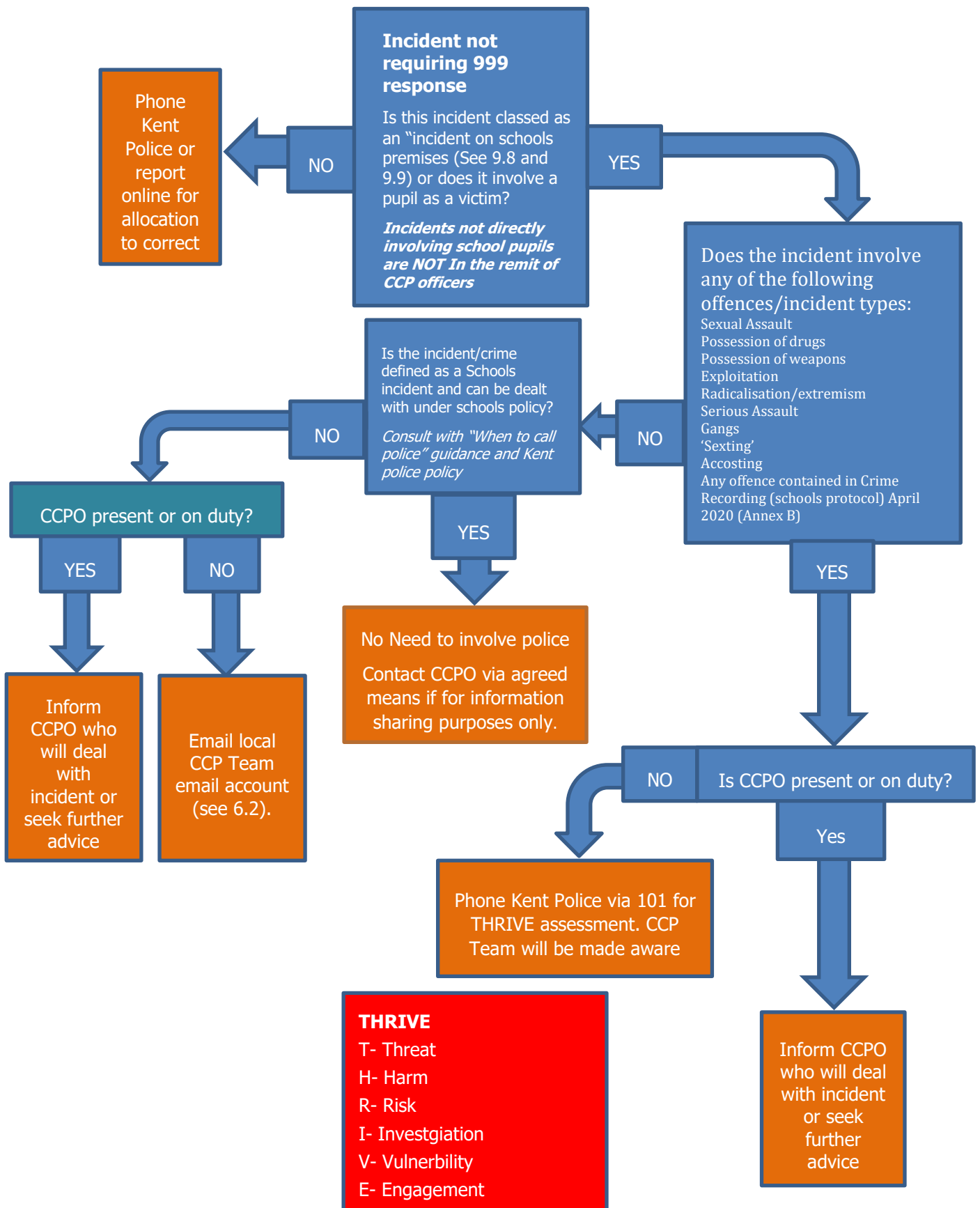
Verbally to the school's officer who is present.

The school should always dial 999 to report any incident where:

- **There is a danger to life.**
- **There is a risk of serious injury.**
- **A serious crime is in progress or about to happen.**
- **If the CCPO is at the school, they should be appraised immediately to decide if they can immediately deal with the incident themselves or wait for further police resources.**

- The CCPO is not a means of reporting crimes on behalf of friends or parents. For such incidents the usual reporting methods apply.
- The following flowchart outlines the course of action the school staff should take when reporting incidents/crimes to police when it's NOT an emergency. Any school related incidents that Police or parents/carers wish to report to Police can be done so via contacting the CCPO or if not on duty, the supervisor email accounts. The school's team will aim to respond to emails ASAP. As soon as a call to 101 is made via the school, the incident will be tagged for the school's team for review irrespective of the subsequent actions. Investigation of crimes reported via any method will be allocated to the most appropriate team depending on complexity and if any specialism is required.

Reporting incidents to the police



Incident types

Assault - In cases where there has been fighting which has resulted in minor grazing and/or reddening of the skin, pushing, threatening acts, words or gestures, hair pulling, are considered a common assault which should be appropriately dealt with by the school. Where more serious injury results, or where weapons other than physical force are used, consideration should be given to passing the incident from the school to the police for further investigation by them.

Serious Assault - Any assault resulting in any injury requiring more than basic first aid treatment including any hospital treatment required. Includes GBH level injuries or suspected GBH level injuries. Such incidents must be reported to the police.

Damage - Minor acts of vandalism, or other acts of damage, should be dealt with by the school. More serious damage by value and the method by which the damage is caused may be better dealt with by the police - i.e. where extensive damage to property is caused, arson or large-scale graffiti.

Theft - Minor incidents should be dealt with by the school, but school managers should consider referring incidents to the police for further investigation by them, where a series of incidents have been identified, where the suspect is considered to be a prolific offender, or the property is deemed to be substantial in monetary terms.

Sexual offences - Any sexual offence covered by the sexual offences Act 2003 including sexual touching, assault by penetration or rape. All offences are crime recordable and will involve an element of safeguarding. All sexual assaults should be reported to the police.

Weapons - All cases of possession of weapons within the school or weapons located on the school site must be shared with the Police as these are considered serious offences due to risk to students, teachers and the public. All incidents are crime recordable and CCPO will consider all possible disposals relating to the offences. The article will also be seized by Police. The CCPO can be utilised by the school staff to assist with searches for weapons where grounds exist, but Schools should utilise their statutory powers of search, supported by officers.

Drugs - All cases of drug offences are crime recordable and therefore need to be reported to Police. The drugs will need to be surrendered to the police via the CCPO or another officer who attends. The CCPO will consider a variety of outcomes relating to drugs offences in schools. Schools officer can be utilised to assist with searches for drugs where required.

Radicalisation - Schools and police have a duty to prevent extremism under S26 Counterterrorism and Security Act 2015. Anyone can also call the anti-terrorist hotline on 0800789321 or 999 if anything is taking place which is possible terrorist activity and there is an immediate threat to life or property. The school's staff are responsible for completing the Prevent referrals in accordance with existing arrangements. All information and cases of radicalisation/extremism should be reported to the CCPO. However, the CCPO should not act as a liaison between the school and counter terrorism as this could cause delays. The CCPO should be notified of any prevent referral once it has been completed.

Exploitation - This includes Child Sexual Exploitation, Human Trafficking and Modern-Day Slavery. All incidents or information relating to exploitation should be reported to Police so safeguarding interventions can be implemented and investigations commenced. Due to the nature of the offences, if the CCPO is not available then the report will be assessed by police and dealt with accordingly.

Gangs - Any information/intelligence relating to gang and county lines should be shared with Police. Police will check the information against known police intelligence systems and then implement safeguarding measures/commence criminal investigations.

Sending nudes(sexting)/Online grooming and indecent images of children - 'Sexting' refers to the sending of nude images or videos generated by children under the age of 18, or of children under the age of 18, that are of a sexual nature or indecent. A child posting indecent pictures of themselves commits an offence, though they should initially be treated as a victim. Currently posting self-taken indecent images is rife amongst those under 18. Where a child or their parents reports such posts, this needs to be investigated as the child may have been incited or coerced into exposing themselves. All such offences are to be reported to the Police for the information to be recorded and assessed and steps taken to remove the image from online platforms to prevent further offending and harm to the initial sender. As these are sexual

offences, they must be recorded under HOCR, however unless there are significant concerns if the matter relates to peer to peer sharing it is likely to result in an out of court resolution.

Bomb threat - If a bomb threat is made against the school, call 999 immediately. A Force Incident Manager will establish the details and conduct a risk assessment. The threat will be graded as either Standard, Amber or Red and this will determine the Police response.

- **Red Grading** – A threat believed to have come from a terrorist group, with specific information as to Time and Location. Evacuation must always be considered.
- **Amber Grading** – A threat believed to have come from a terrorist group, but with non-specific information. Evacuation should be considered if a suspicious object is located.
- **Standard Grading** – A threat not believed to have come from a terrorist group. Evacuation should only be considered if a suspicious object is located.

Schools are advised to follow their Bomb Threat Response Plan.

In the case of a standard or amber grading, the school is responsible for evacuation.

In most cases, a Standard Grading will be established. A Police Sergeant will attend, and officers will search the school for suspicious objects. The evacuation of the school should only be considered if a suspicious object is located. CCPO's will attend if on duty they can assist with search of the school and grounds for any suspicious devices/vehicles and advise staff.

Bomb threats are typically made over the telephone. In these cases, the call taker will be asked to provide a statement detailing the caller's telephone number, the call's content, the caller's description and whether there have been any other suspicious calls.

Parking issues - It has been identified that parking outside the school around the start and end of the school day causes a lot of anxiety and concerns amongst school staff and parents/guardians. Any enforcement of yellow lines (double yellow lines or yellow zig-zag lines) parking falls under the local authority and the CCP will not be able to enforce. Therefore, the local parking wardens will work with the CCPO in cases where there are repeated parking violations.

CCPO's will be able to enforce the following traffic offences if proportionate:

- Parking/stopping on white zig zag lines.
- Parking/stopping on zebra crossings.
- Leaving a vehicle in a dangerous position.
- Contravening traffic lights or other road signage.
- Speeding.

The following response will be made to parking issues outside a school:

The School staff will be responsible for before/after school patrols outside the School gates to promote road safety and identify any blatant parking violations.

The CCPO will assist where possible in high visibility patrols before/after school in the relevant areas relating to parking issues.

School staff and CCPO's will utilise the "4E" approach when responding to parking violations (engage, explain, encourage, enforcement):

- **Engage/explain** - CCPO's and school staff will interact with drivers at scene and seek to educate drivers on the law relating to parking explaining why parking rules are required with regards to road safety.
- **Encourage** - Repeat offenders will be identified and once verbal interaction has failed, the school will send a letter home. Any continued violations will then be for the CCPO to formally visit the driver and encourage compliance.
- **Enforcement** - The CCPO will then move to enforcement by issuing a traffic offence report (TOR) which is sent to the traffic summons team for consideration of a fixed penalty notice to be sent to the driver. If the offence relates to a violation of yellow lines, then the CCPO will work with the parking wardens for the relevant authority to evidence and issue tickets to the repeat offenders.

10 Missing Persons

Truancy/absence from education

- When a pupil is absent from education or leaves the premises partially through the day and the pupil's whereabouts are not known it will be for the school staff to make the initial enquires to speak to parents/guardians to ascertain reasons for non-attendance and any risk to the pupil as per school policy. This may include a home visit (welfare check, safe and well visit) when suitable. The school will be responsible for the home visits and the CCPO can assist where there is a concern relating to any staff safety or any obvious safeguarding issue that would require a police presence. If the child is reported missing Police will likely be best placed to continue further visits.
- If through initial investigation the pupil's whereabouts are ascertained, then the police do not need to be involved unless there are serious safeguarding concerns or a risk to life.
- All incidents of enforcement relating to poor attendance will be addressed by KCC. CCPO's will be periodically taking part in pre-planned truancy sweeps in partnership with KCC enforcement. Where pupils are located they will be returned to either a place of safety (identified by KCC) or returned to their school.

Missing pupils

- The definition of a missing person is: "Anyone whose whereabouts cannot be established will be considered as missing until located, and their wellbeing or otherwise confirmed"
- 'Adults at risk and Children aged under 18 will always be considered potentially at risk of harm and should therefore be considered missing if their whereabouts cannot be established.'
- There must be liaison with the pupil's parent or guardian to confirm if the pupil is going to be classified as a missing person and who will make the call to police.
- If the school wish to report someone as missing, they are to contact the CCPO if on duty. The CCPO can liaise with the Divisional Missing Teams and record the details. If the CCPO is not on duty, then the school will report the missing pupil via 101/999.
- There may be occasions where the CCPO is tasked by Missing Teams to obtain information from staff/other pupils relating to live missing pupil investigations. It's expected the staff will assist the CCPO in obtaining that information, which may include speaking to pupils with the assistance of staff.

11 Arrests on School Premises

Kent Police want to avoid making any arrests on school premises, however there are times when an arrest cannot be avoided. If an arrest is to take place on school premises, the following **will** be adhered to:

- The Headteacher will be informed (PACE 1984, Code C, Note 11D).
- The arrest should be carried out in a discreet manner with the minimum amount of police presence required and assistance of school staff to minimise risks/disturbance to others.
- A secure place should be nominated away from others to carry out the arrest.
- Where possible the arrested person will be put into police transport out of view of other pupils and visitors.
- Officers carrying out planned arrests (other than Child Centred officers), must first liaise with the on-duty CCPT supervisor. This allows for the CCPT to liaise with the school staff and manage the incident (unless a spontaneous incident and CCP are not present).

12 Continuation of Professional Relationship

The school and/or the Police have the right to withdraw from this agreement at any time if the needs of the school/local community no longer requires this presence. Kent Police may choose to utilise the Police resources into other areas of policing or operational requirements.

13 Reference Material

Kent Police Policy N17A -Reporting incidents in schools standard operating procedure

<https://www.kent.police.uk/foi-ai/kent-police/Policy/crime-and-intelligence/reporting-incident-in-schools-standard-operating-procedure-n17a/>

Home office Counting Rules

<https://www.gov.uk/government/publications/counting-rules-for-recorded-crime>

When to call police guidance for schools and colleges

<https://www.npcc.police.uk/documents/Children and Young people/When to call the police guidance for schools and colleges.pdf>

Keeping children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Police in the classroom: A handbook for the police and PSHE teacher's handbook for

<https://www.pshe-association.org.uk/policing-guidance-schools>

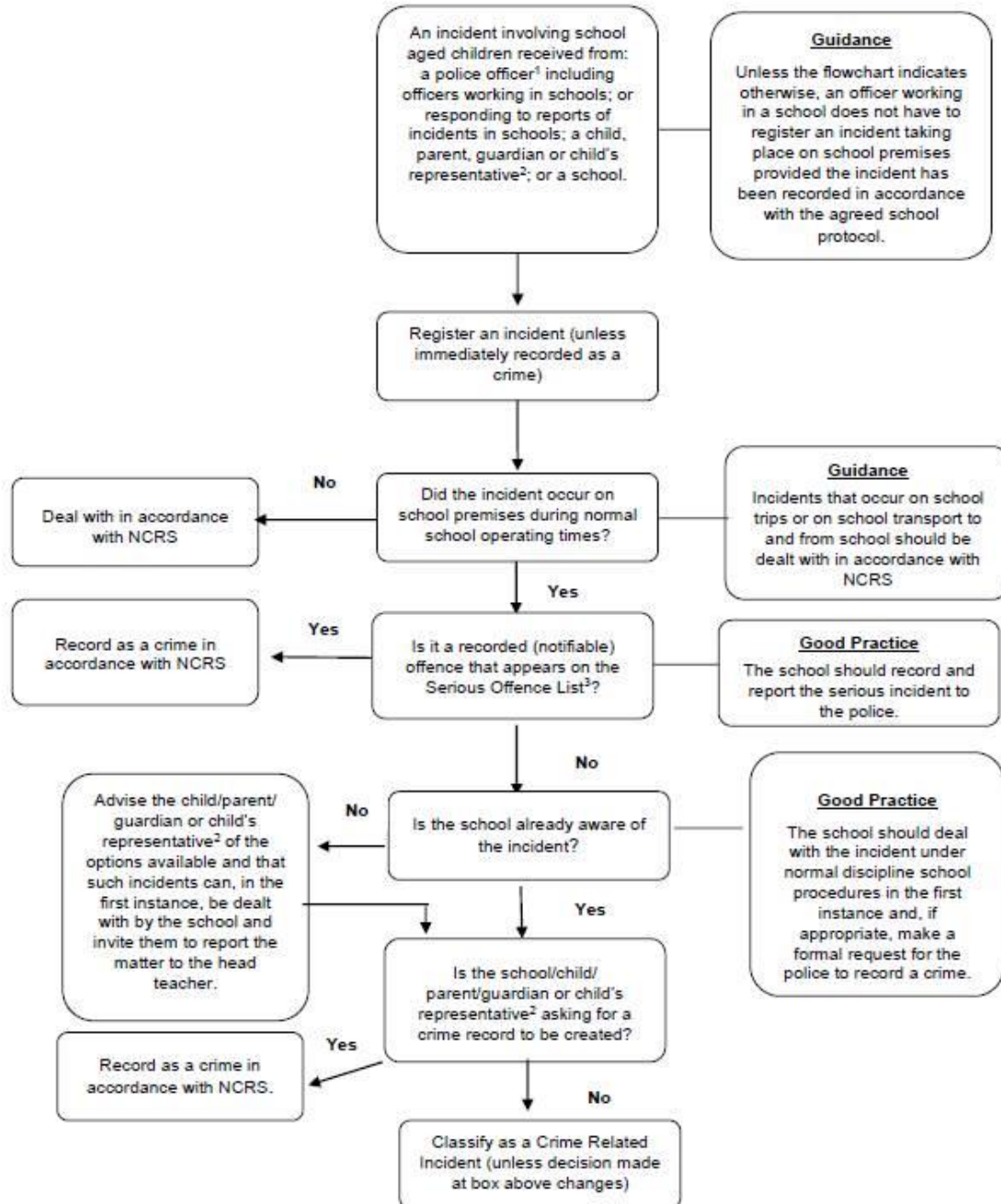
Crime recording (Schools Protocol) Annex B

Home Office Counting Rules for Recorded Crime

With effect from April 2020

Annex B Crime Recording (Schools Protocol) (1 of 2)

Recording of incidents on school premises



¹ Police officer includes appropriate members of the extended police family e.g. Special Constables, PCSOs.

² Representative means "A person reasonably assumed to be acting on behalf of the victim".

³ A list of serious incidents (previously known as "serious arrestable offences") is defined on page 2 of 2. The list is extracted from the annex to the revised Crime Recording by Police Officers Working in Schools document jointly issued by the Department of Children, Schools and Families, the Home Office and the Association of Chief Police Officers in July 2007.

All Counting Rules enquiries should be directed to the Force Crime Registrar

Home Office Counting Rules for Recorded Crime

With effect from April 2020

Crime Recording (Schools Protocol) (2 of 2)

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

- (a) All Indictable Only offences.
- (b) All offences within HOCR classifications;
 - a. 5D (Assault with Intent to Cause Serious Harm),
 - b. 10B (Possession of Firearms),
 - c. 10C (Possession of other Weapons),
 - d. 10D (Possession of Article with Blade or Point),
 - e. 11A (Cruelty to Children),
 - f. 13 (Child Abduction),
 - g. 23 (Incest),
 - h. 36 (Kidnapping),
 - i. 70 (Sexual Activity with a Person with a Mental Disorder),
 - j. 71 (Abuse of Children through Sexual Exploitation),
 - k. 86 (Obscene Publications),
 - l. 88A (Sexual Grooming),
 - m. 92A (Trafficking in Controlled Drugs),
 - n. 92D (Possession of Controlled Drugs),
 - o. 92E (Possession of Cannabis),
 - p. 106 (Modern Slavery),
- (c) All sexual assaults.

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.

If any other offence consists of making a threat, it is 'serious' if the consequences of carrying out the threat would be likely to lead to one of the consequences set out above at (a) to (f).

The term 'injury' includes any disease and any impairment of a person's physical or mental condition. Financial loss is 'serious' for the purpose of the section if, having regard to all the circumstances, it is serious for the person who suffers it. Whether or not a loss, actual or intended, is serious will depend partly on the victim's circumstances.

All Counting Rules enquiries should be directed to the Force Crime Registrar