



The Marlborough Science Academy	
WHEN TO CALL THE POLICE POLICY & PROCEDURES	
Responsible Governing Body Committee:	Personnel
Policy type:	Non-Statutory
Date of Origin:	July 2022
Adopted by:	Governing Body
Author:	Annie Thomson
Location:	T/Policies
Filename:	

Review Due Date	Review Completed	Amendments Y/N
October 2022		New Policy
October 2023	November 2023	N
November 2024	November 2024	Y
November 2025		

Other linked policies

- Whole school behaviour policy
- Equal Opportunities Policy
- CP and Safeguarding Policy
- Special Needs Policy
- Staff Code of Conduct
- Searching Students and Confiscation Policy and Procedures

1. Introduction

- 1.1 This policy and procedures document covers incidents on school premises where students have potentially committed a crime
- 1.2 This policy/procedures document covers the following situations:
 - Assault
 - Criminal damage
 - Cyber Crime
 - Drugs
 - Harassment
 - Sexual offences including social media
 - Theft
 - Weapons
- 1.3 Contact with the police should be made by a single point of contact from the school. Before any contact is made with the police, the Headteacher or the Senior Deputy or the DSL must be informed.
- 1.4 Most incidents can be dealt with and resolved internally – as with any incidents these need to be recorded and dealt with using the school's Behaviour or relevant policies.

2. Things to consider when making a decision about whether or not to involve the police:

- 2.1 A balance needs to be struck about the needs of the students involved and the needs of other students and the wider school or college community.
- 2.2 The victim in any incident should be supported as should the student suspected of being the offender – it is important that all factors in both young people's lives (or others) are taken into consideration.
- 2.3 The seriousness of the incident will be a judgment call for the Headteacher and either/and the DSL/Deputy Head in charge of Behaviour. Any aggravating factors which contribute to making the incident and subsequent level of harm more serious would be relevant in making a decision on whether or not to involve the police.
- 2.4 The decision as to whether the school deals with an incident internally or passes it over to the police needs to be made at an early stage and only if enough information is gathered to establish the facts. Known criminal activity will be flagged with the police.
- 2.5 When a decision is made to investigate an incident internally the Behaviour Policy and Procedures documents will be referred to.
- 2.6 Should the DSL determine that a referral is made to social care, the school understands that this may result in a subsequent referral to the police.

3. Vulnerable Young People

3.1 All school staff should be particularly alert to the potential need for early help for a student who

- Is disabled and has specific additional needs
- Has an EHCP or additional learning needs
- Is a young carer
- Is in care
- Is showing signs of being drawn in to criminal or anti-social behaviour
- Frequently missing from school
- At risk from modern slavery, trafficking, or exploitation
- Risk of being radicalised
- In a family situation that presents challenges for the student such as drug and alcohol abuse
- Misusing drugs themselves
- Has returned home from care
- Is privately fostered
- Has experienced recent traumas
- Arrested on school premises
- Has a risk assessment which requires the police to be involved

3.2 This must only ever happen if deemed absolutely necessary for Safeguarding reasons.

3.3 The Headteacher must be made aware and provision must be made for this to happen as discretely and as kindly as possible.

3.4 A responsible adult must be designated, unless there are Safeguarding reasons not to, contact must be made with parents/carers.

3.5 In any incident where a crime may have occurred school will consider:

- The seriousness of the incident – this will usually be a matter of judgement in discussion with Headteacher and relevant SLT link. In some situations, it might be prudent to inform the Chair of Governors and if deemed appropriate, contact the police.
- Aggravating factors should be involved in discussion as well as determining the need to involve any other agencies.
- Whether or not the young person has any other determining risk factors or other abilities
- Does the behaviour reflect a pattern of behaviour withing the community?

3.6 The decision and rationale re: any discussion about further action to be taken or needs taking should be recorded as per Behaviour Policy and Procedures.

3.7 Guidance re: different types of students and possible aggravating factors attached.

Source : NSPCC – Child Centred Policing.