

## SCHOOL SAFE PROCEDURES

### AIMS

The School Safe Scheme aims to protect children from public danger by informing the police and other schools in the locality of possible problems, particularly when there are reports of children being approached by strangers.

The scheme is intended to provide a quick response to possible problems and a method of rapid communication with schools in the event of an emergency.

### How It Works

The School Safe Scheme will operate on the basis of five pyramids covering; Acton, Ealing/Hanwell, Greenford/Northolt/Perivale and Southall areas, and the Independent School sector.

Incidents in the vicinity of your school should be reported immediately to School Governance Unit by telephone to inform them to expect a faxed report of the incident within a few minutes. On receipt of the faxed Incident Description Form a member of the School Governance team will immediately fax it on to the schools at the top of the appropriate pyramid and to St Benedict's Junior School which has volunteered to be at the top of the Independent School pyramid. Those schools will then fax it on to the schools beneath them on the pyramid and so on until all schools have been informed.

**Contact Kate Eziashi on 0208 825 6483 or Preeti Shah on 0208 825 7908.**  
*Should you have difficulty getting through on the above numbers, please contact Sue Rumsey (0208 825 6338) or Bob Anderson (0208 825 9309).*

### **It is essential that schools pass on the report immediately**

Normally, the School Governance Unit will pass on the details of the incident to the pyramid in which the incident has occurred. However, in some cases it may be appropriate to convey the message to two or more pyramids. In certain circumstances all pyramids will be notified.

### What to do if a pupil, parent or member of staff reports an incident at your school

- Complete an Incident Description Form (This will enable information to be passed on in a consistent format).
- If the pupil involved in the incident has an allocated Social Worker inform the Social Worker about the incident and indicate that you have done so by completing the relevant part of the you only need to complete this section if the
- Consult the Headteacher/Deputy to ensure that it is an incident that is appropriate to report to School Governance Unit and/or the police.

- Notify the police of the incident. (if necessary)
- Notify School Governance Unit Kate Eziashi on 0208 825 6483 or Preeti Shah 0208 825 7908 by phone to alert them to the fact you will be sending a fax through reporting the incident. Should you have difficulty getting through on those numbers, please contact Sue Rumsey 0208 825 6338 or Bob Anderson 0208 825 9309.
- Fax the incident description form to 0208 825 8299, for the attention of Kate Eziashi or Preeti Shah.

Sometimes the local authority will liaise with the Police if it is considered to be of benefit to increase patrols in the area.

#### URGENT ACTION YOU NEED TO TAKE WHEN YOUR SCHOOL RECEIVES A FAX FROM SCHOOL GOVERNANCE UNIT REGARDING AN INDICENT.

- Fax the Incident Description Form on to the school(s) linked to your school on the pyramid including the school that reported the incident. **See pyramid link charts.**
- Telephone the school/schools you are responsible for reporting to on the pyramid to inform them to expect a fax of a school safe incident. However do not delay sending the fax if you cannot get through on the phone.
- Await a fax transmission report to confirm the fax was sent successfully.
- Please keep a record of the fax and your transmission reports.

# SCHOOL SAFE SCHEME

## INCIDENT DESCRIPTION FORM

**School Name:** .....

Date of incident: .....

Time: .....

Location: .....

Brief details of Incident:

.....  
.....  
.....

### Description

	Age	Height	Build	Skin Colour
Male				
Female				

Hat	Hair	Eyes	Glasses	Moustache/Beard

### Description of clothing:

.....  
.....  
.....

Other details (e.g. accent, scars, tattoos etc.)

.....  
.....  
.....

### Vechile Detials

Car Reg No.	Make/Model	Colour

**Police Informed:** YES | NO

**Social Worker informed:** YES | NO

(Only if child involved in incident has an allocated Social Worker)

Name of informant: .....

Date and Time reported: .....

Name of Staff member completing the form (please print)

.....

**School Governance Unit, Perceval House:**

**Tel: 020 8825 6483/7908**

**Fax: 020 8825 5858**

FAX NUMBERS FOR PYRAMID LINK

**ACTON**

<b>St Vincent's RC Primary</b>	<b>020 8896 0623</b>
<b>Derwentwater Primary</b>	<b>020 8896 0526</b>
<b>Acton High</b>	<b>020 3110 2409</b>
<b>St Benedict's Junior School</b>	<b>020 8862 2058</b>

**EALING/HANWELL**

<b>Brentside Primary</b>	<b>020 8578 0105</b>
<b>Little Ealing Primary</b>	<b>020 8840 0246</b>
<b>North Ealing Primary</b>	<b>020 8810 7609</b>
<b>St Marks Primary</b>	<b>020 8567 6292</b>
<b>St Benedict's Junior School</b>	<b>020 8862 2058</b>

**GREENFORD/NORTHOLT**

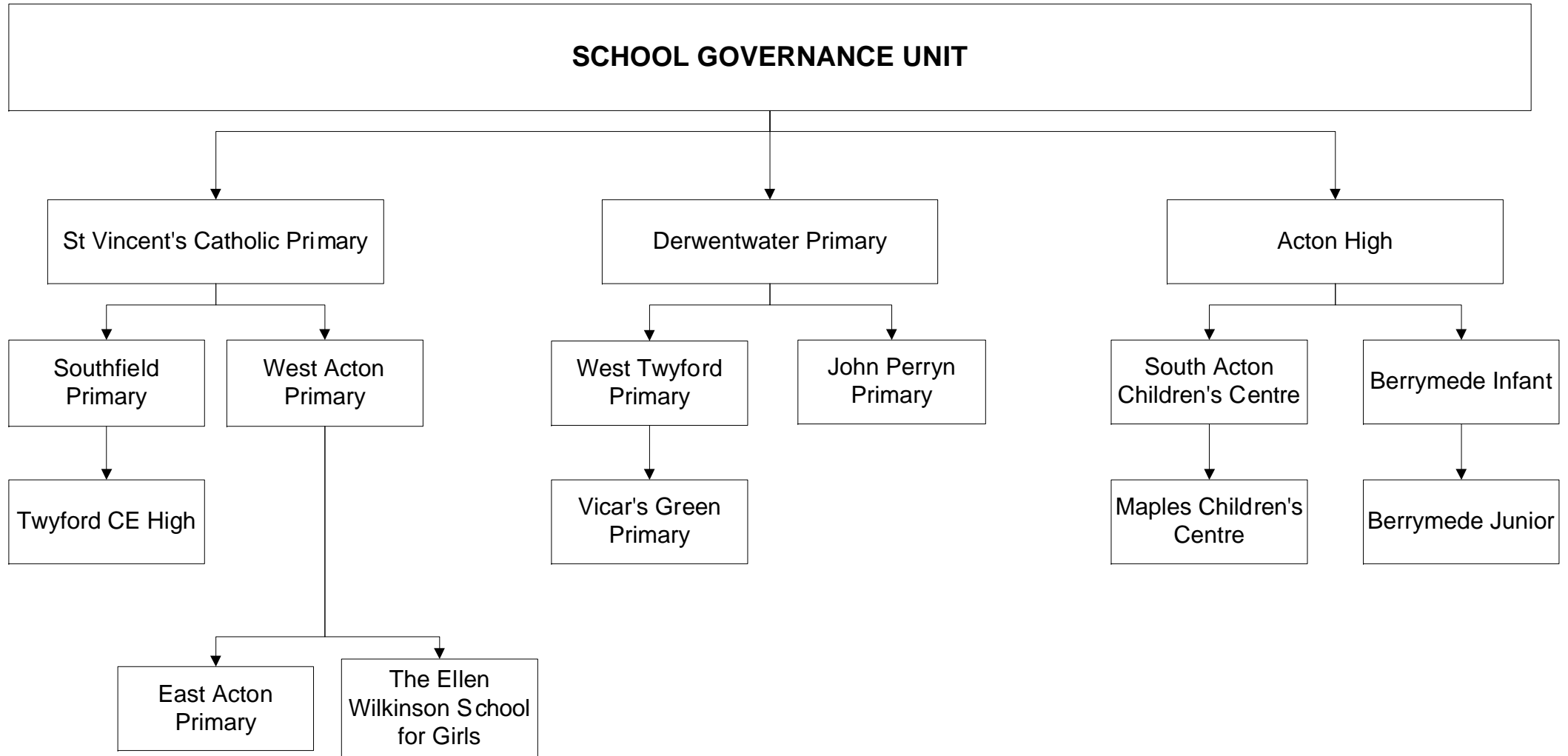
<b>Viking Primary</b>	<b>020 8845 1289</b>
<b>Downe Manor Primary</b>	<b>020 8842 2925</b>
<b>Perivale Primary</b>	<b>020 8810 5267</b>
<b>Cardinal Wiseman RC High</b>	<b>020 8575 9963</b>
<b>St Benedict's Junior School</b>	<b>020 8862 2058</b>

**SOUTHALL**

<b>Lady Margaret Primary</b>	<b>020 8566 6713</b>
<b>Three Bridges Primary</b>	<b>020 8574 4914</b>
<b>Beaconsfield Primary</b>	<b>020 8843 9441</b>
<b>Featherstone Primary</b>	<b>020 8574 6154</b>
<b>St Benedict's Junior School</b>	<b>020 8862 2058</b>



# ACTON SCHOOL SAFE - PYRAMID LINK





IF THIS FAX IS TRANSMITTED TO AN INCORRECT  
NUMBER, PLEASE CONTACT THE SENDER NAMED BELOW  
AND/OR SHOULD IT BE RECEIVED BY ANYONE OTHER  
THAN THE PERSON NAMED BELOW PLEASE DISREGARD  
THE CONTENTS

Ealing Council  
Perceval House  
14-16 Uxbridge Road  
London W5 2HL

## **FAX TRANSMISSION COVER SHEET**

### **SCHOOL GOVERNANCE UNIT**

#### CONTACTS

Kate Eziashi            020 8825 6483  
Preeti Shah            020 8825 7908

FAX NUMBER            020 8825 8299

**For the attention of:**    **EALING/HANWELL SCHOOL SAFE – PYRAMID  
LINK**

**FAX Number:**

<b>Brentside Primary</b>	<b>020 8578 0105</b>
<b>Little Ealing Primary</b>	<b>020 8840 0246</b>
<b>North Ealing Primary</b>	<b>020 8810 7609</b>
<b>St Mark's Primary</b>	<b>020 8567 6292</b>
<b>St Benedict's Junior School</b>	<b>020 8862 2058</b>

Number of Pages \_\_\_\_\_  
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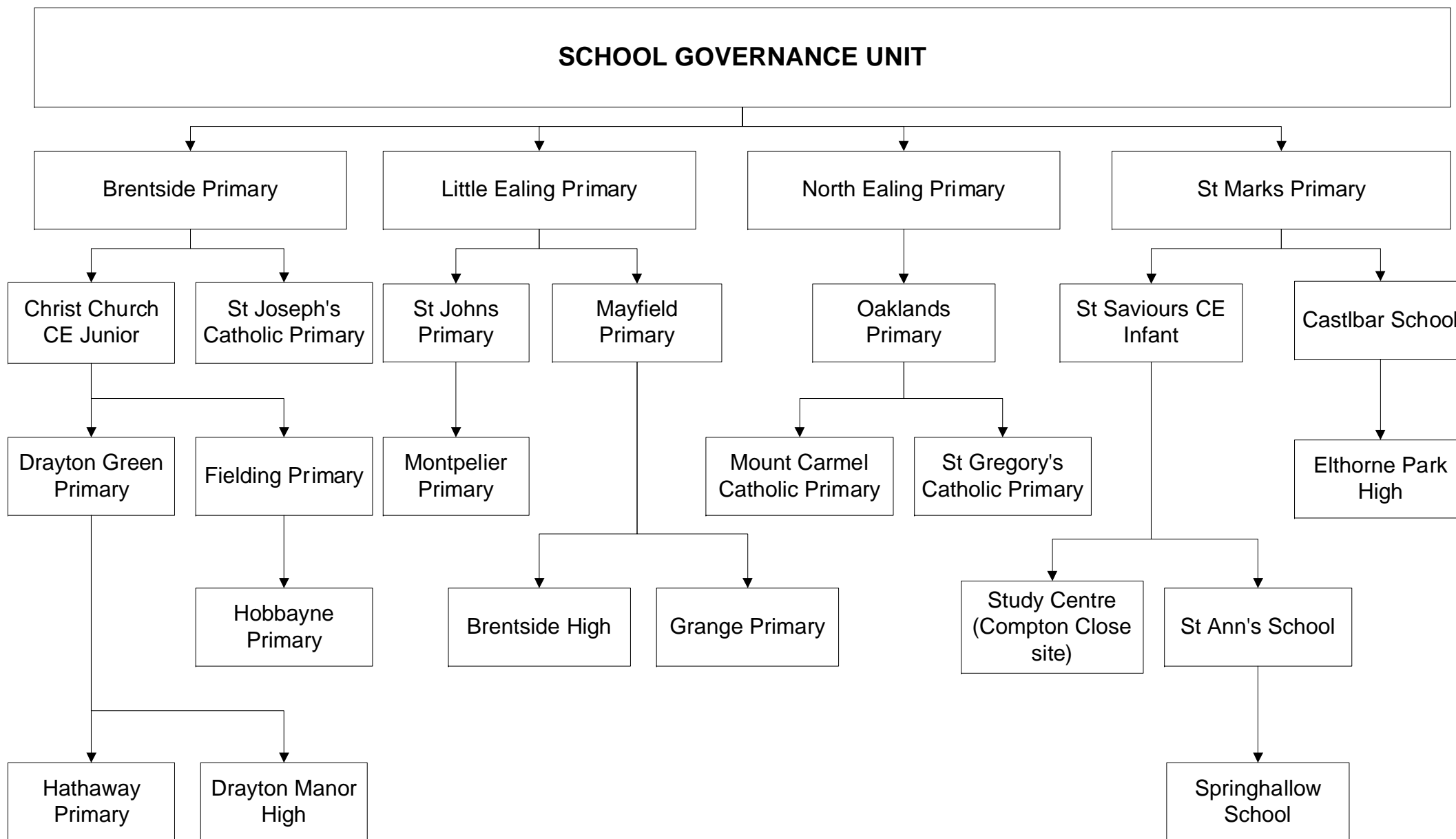
Date: \_\_\_\_\_

From: School Governance Unit  
2<sup>nd</sup> Floor NE, Perceval House

#### **MESSAGE/SPECIAL INSTRUCTIONS**

**Please pass on to other schools in your pyramid for the  
School Safe Scheme as a matter of urgency.**

# EALING/HANWELL SCHOOL SAFE - PYRAMID LINK





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Kate Eziashi            020 8825 6483  
Preeti Shah            020 8825 7908

FAX NUMBER            020 8825 8299

**For the attention of:    GREENFORD/NORTHOLT/PERIVALE SCHOOL  
SAFE – PYRAMID LINK**

**FAX Number:**

<b>Viking Primary</b>	<b>020 8845 1289</b>
<b>Downe Manor Primary</b>	<b>020 8842 2925</b>
<b>Perivale Primary</b>	<b>020 8810 5267</b>
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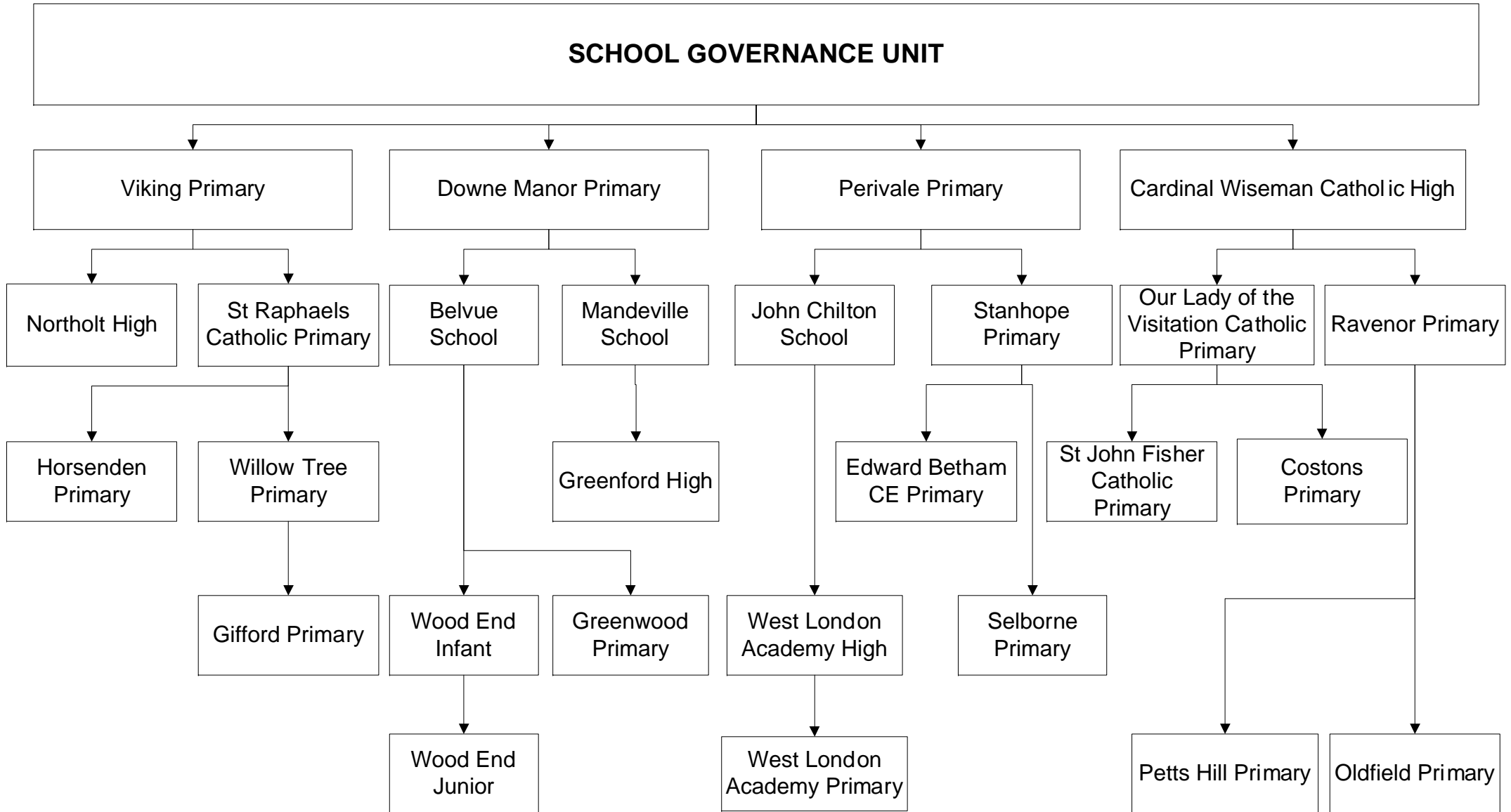
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## **FAX TRANSMISSION COVER SHEET**

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#### CONTACTS

Kate Eziashi      020 8825 6483  
Preeti Shah      020 8825 7908

FAX NUMBER      020 8825 8299

**For the attention of:**    **SOUTHALL SCHOOL SAFE – PYRAMID LINK**

<b>FAX Number:</b>	<b>Lady Margaret Primary</b>	<b>020 8566 6713</b>
	<b>Three Bridges Primary</b>	<b>020 8574 4914</b>
	<b>Beaconsfield Primary</b>	<b>020 8843 9441</b>
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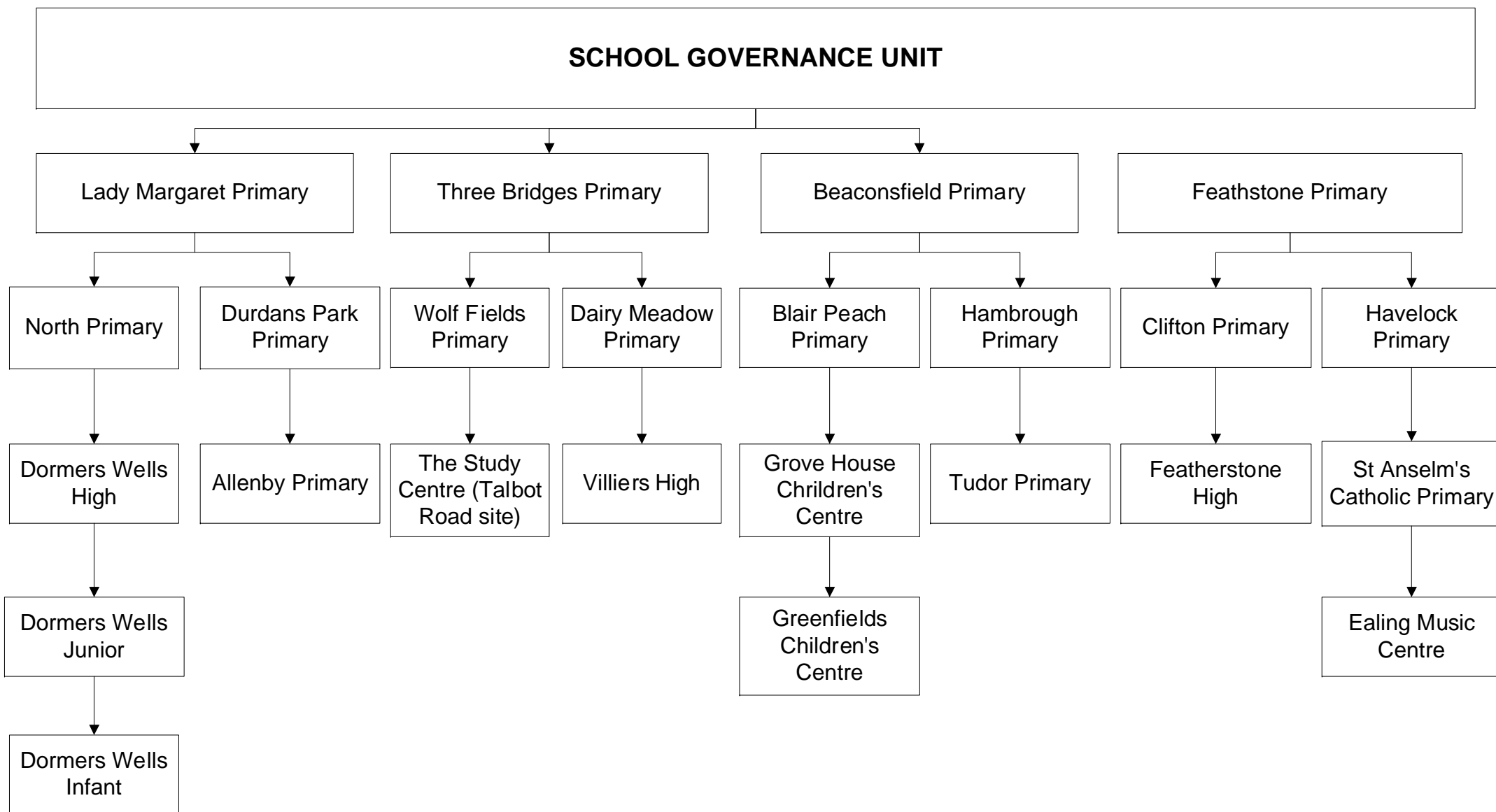
Date: \_\_\_\_\_

From: School Governance Unit  
2<sup>nd</sup> Floor NE, Perceval House

#### **MESSAGE/SPECIAL INSTRUCTIONS**

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School Safe Scheme as a matter of urgency.**

# SOUTHALL SCHOOL SAFE - PYRAMID LINK



# EALING INDEPENDENT SCHOOLS - PYRAMID LINK

