

DIRECTORS' REPORT SPRING TERM 2019	ITEM NO 17	FOR INFORMATION	ATTENTION OF: All governors
TITLE	School safe scheme		
SUMMARY	The scheme which aims to protect children and the school community from public dangers and is also intended as a method of rapid communication with schools in the event of an emergency.		
KEY ACTION POINTS	<ul style="list-style-type: none"> • Ensure all staff are aware of the scheme. • Encourage reporting of incidents to the police and through school safe. 		
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School safe scheme

The scheme aims to protect children and the school community from public dangers by alerting other schools in the locality of reported incidents or possible problems, particularly when there are reports of children being approached inappropriately by strangers. The scheme is also intended as a method of rapid communication with schools in the event of an emergency.

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 www.egfl.org.uk/schoolsafe Complete and return by email to the EGfL web team egflwebteam@ealing.gov.uk so the team can alert schools in the area.

Prompt notification of an incident enables the Ealing Grid for Learning (EGfL) web team to contact colleagues who will provide security related support and advice to schools. This helps to respond to emergencies quickly whilst minimising the risk to personal safety.

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 Incidents reported last year (2018)



During 2018 the EGfL web team distributed more than 137 school safe alerts.

Some examples of more frequently occurring incidents, involved:

- Possible abduction attempts
- Strangers taking photographs of pupils on mobile phones
- Strangers taking photographs of school premises
- Pupils being followed by strangers.
- 51% of the incident alerts showed that the schools had reported or were going to report the incident to the police
- Over 400 email addresses are on the distribution lists.

Other uses of school safe

The system is also used to disseminate:

- Police safeguarding alerts
- Security briefing updates following hoax threat calls 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.

See next page for the school safe incident form – also on www.egfl.org.uk/schoolsafe

Ealing school safe scheme

Incident description form

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 here www.egfl.org.uk/schoolsafe

Name of school reporting incident			
Date and time incident			
Location of incident			
Brief details of incident	Enter incident details		
Description of person	Person 1	Person 2	
Sex			
Age			
Height (cms)			
Build			
Skin colour – Enter colour and not ethnicity, unless certain			
Hair			
Eyes			
Hat			
Glasses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Moustache/Beard			
Other distinguishing features eg accent, scars, tattoos			
Vehicle registration numbers	(*For relevant staff members, not for distribution to parents)		
* Under data protection any information that can identify a person/suspect should not be disclosed. Reported specifics such as the address, name, photo image or registration number on the school safe template are for the attention of safeguarding, child protection and other relevant members of staff only and should not be distributed widely to parents, unless clearly instructed to do so by the Met Police.			
Vehicle make, model, colour ...			
Police informed: appropriate for majority of school safe incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Crime CAD ref if applicable	
Does child involved have an allocated social worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reported by	
Time and date reported		Name of staff member completing form	
Signed Type name for email purposes		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.