



Ealing school safe scheme

Incident description form

Complete this form, then save and send by email to: [**egflwebteam@ealing.gov.uk**](mailto: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 Ava Baptiste on 020 8825 8268. You can download this form here [**www.egfl.org.uk/schoolsafe**](http://www.egfl.org.uk/schoolsafe)

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| --- | --- | --- | --- | --- |
| Name of school reporting incident | Enter school name | | | |
| Date and time incident | Enter date and time of incident | | | |
| Location of incident | Enter location details | | | |
| Brief details of incident | Enter incident details | | | |
| Description of person | Person 1 | | Person 2 | |
| Sex | Choose sex | | Choose sex | |
| Age | Choose age | | Choose age | |
| Height (cms) | Enter height | | Enter height | |
| Build | Enter build | | Enter build | |
| Skin colour – Enter colour and not ethnicity, unless certain | Enter skin colour | | Enter skin colour | |
| Hair | Enter hair details | | Enter hair details | |
| Eyes | Enter eye details | | Enter eye details | |
| Hat | Enter cap details | | Enter cap details | |
| Glasses | Yes  No | | Yes  No | |
| Moustache/Beard | Enter details | | Enter details | |
| Other distinguishing features eg accent, scars, tattoos | Enter distinguishing features | | Enter distinguishing features | |
| Vehicle registration numbers | Enter vehicle reg number (**\***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 … | Enter vehicle details | | | |
| **Police informed*:*****appropriate for majority of school safe incidents** | Yes  No | Crime CAD ref  if applicable | | Enter CAD ref |
| Does child involved have an allocated social worker? | Yes  No | Reported by | | Choose an item. |
| Time and date reported | Enter date, time | Name of staff member completing form | | Enter details. |
| Signed Type name for email purposes | Enter name | Date | | Enter 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.