SchoolSafe Procedure for Primary Schools

SchoolSafe is a system that enables schools to share information regarding student safety in the school's vicinity.

Please note: We aim to get messages to schools before 2.30pm. In order to achieve this, the SchoolSafe procedure must be started as soon as possible.

In the event of a SchoolSafe incident please follow these instructions:

1. The school must report any incident to the police by calling 101

You will need to give police:

- A full description of the incident
- The name and contact details of the person who alerted the school
- The name of the school, who the Lead in the school is for this incident and their contact details

You will receive a CAD number.

2. After contacting the police the school should then send an e-mail to Schoolsafe@barnet.gov.uk

This e-mail to SchoolSafe must contain:

- The CAD number
- The name and contact details of the Police Officer involved
- The same description of the incident that you gave to 101
- The contact details for the person dealing with the incident at the school for Barnet SchoolSafe to liaise with

3. On receiving a SchoolSafe message, the SchoolSafe Team will contact the Police Safer Schools Team and the Council Press Office

This is to ensure clarity and consistency of information sharing.

4. SchoolSafe will then communicate with schools

Depending on the severity of the incident, the SchoolSafe Team may decide to send a message round to other local schools to make them aware.

If the incident requires parents to be informed, The SchoolSafe Team and the council Press Office will compose a message which will be uploaded to the council's website. SchoolSafe will then send an email to the school which will contain a message that can be used to communicate with parents:

'Please send a text message to parents/carers advising them of a SchoolSafe message on the link provided'

You must report any incident to the police before you contact SchoolSafe

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