

SchoolSafe Procedure for Secondary 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 Safer Schools Team

- Schools Office - 020 8733 5857
- NWMailbox.SchoolsBarnet@met.police.uk

Please email both addresses. 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

N.B, If you are unable to raise the Safer Schools Team please contact and report the incident to telephone number 101 where 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 police incident number or CAD number
- The name and contact details of the Police Officer involved
- A description of the incident that has been verified by the police
- 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 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:

The email 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**