



# School Incidents

## Roles and responsibilities

There is an expectation that all school incidents will be dealt with by school staff in accordance with that school's policy and procedures.

Sussex Police have a supportive policing element to their role when working with schools. It is the role of the police to work with schools after their policy and procedures have been exhausted to determine whether to develop the incident into a formal police investigation or deal with the incident within the school environment, outside of the Criminal Justice System (CJS).

Using the Police too early in the school process desensitises their role and value to schools. It is therefore important that Police should not be written into school behavioural policies or utilised as an initial intervention strategy.

Where an incident is reported at school, the seriousness of the incident is a judgement for the school to make. In making this decision, the incident and any history is taken into consideration by the school.

The school should inform the victim's parents/guardians as soon as is reasonably possible and should include them in the decision-making process.

The school retains the right to report the incident for police investigation at a later stage if the incident proves more serious than initially thought.

When a school decides to deal with an incident, it remains the responsibility of the school to investigate and resolve the matter appropriately.

If a school, having considered all of the circumstances, makes the decision to request the police to take over the investigation, they will co-operate fully with the police investigation. Schools should keep a record of all incidents occurring in schools. Written records and accounts received from all parties should be kept of any investigation.