



SCHOOLWATCH Procedure **For Bournemouth, Christchurch and Poole Schools/College**

SCHOOLWATCH is a Dorset police process and it can only be triggered by the Control Room at Dorset Police Headquarters.

- If a school/College has information about a community safety incident which may pose a risk to children e.g. child approached inappropriately on the way home from school, the DSL or allocated staff member must contact the Control Room at Dorset Police Headquarters on 101 and state they have information for SCHOOLWATCH.
- The police will take all of the details from the school and decide if they need to trigger a SCHOOLWATCH.
- If this is the case, the Police will inform BCP Council via e mail headed Schoolwatch ChildrenYoungPeopleAndLearning@poole.gov.uk
- The LA will take all the details including an Incident Number. A copy of the Schoolwatch form will be completed by the Business Support Manager .
- The Business Support Manager will then contact all schools/College and contacts held within the Schoolwatch distribution group via an email and attach the form. The form will contain detailed information about the incident as well as contact information such as the allocated police officer. This will be sent as URGENT/HIGH PRIORITY to the school office and be copied to the Headteacher/Principal and DSL.
- The school will take appropriate immediate action based on the information received from School Watch e.g. contact all parents, remind children about stranger danger in line with KCSIE guidance.
- Any further updates relating to the incident will be emailed out as and when received.

