

Operation Recognise Incident Occurs

School ensures incident is reported to the police via 999 in an emergency or via the non-emergency number 101. This can be done directly or by student. When reporting directly the school should inform the operator they wish to report an Op Recognise Incident. School should record the police incident (log) number or crime number when a crime has occurred.

School notifies the Council's Solihull Education Improvement Service (SEIS), quoting the police crime/ incident number.

Tel: 0121 704 6620

(Key staff: Lorraine Lord, Phil Leivers)

Police officer in charge of incident manages any immediate risk and contacts school where appropriate to ensure clear lines of communication.

Police officer in charge considers external and partnership messaging in line with investigative strategy and contact West Midlands Corporate communications department to ensure awareness of the incident and allow them to begin to consider appropriate messaging to the public, schools and media.

SEIS to alert Council Communications team who will contact West Midlands Police Communications on 0121 626 5858 corporate_communications@west-midlands.pnn.police.uk

Council and West Midlands Police communications teams are to liaise and:

- Agree the advice that needs to be sent to schools/disseminated to parents
- Deal with any press/media about the incident in partnership

SEIS to email schools, safeguarding leads etc

School to share information to parents as appropriate