

NOT PROTECTIVELY MARKED  
**HUMBERSIDE POLICE SAFER SCHOOLS PARTNERSHIP**  
**JOINT PROTOCOL - POLICE and SCHOOLS / COLLEGES**

### **The Role of the SSP Officer**

This protocol seeks to clarify the role of the officer (PC/PCSO), the school and the local community as part of the Safer Schools Partnership.

The overall aim of the protocol is to ensure that the young people, staff, parents and visitors to schools have a safe environment in which to study, work and visit, and where young people can be encouraged to develop their full potential.

The document has been agreed following a consultation process between Humberside Police and East Riding of Yorkshire Council. This protocol will remain a 'live' document and will evolve with the partnership. It will be reviewed annually from the date of inception. The review will be conducted by Humberside Police and East Riding of Yorkshire Council and is intended to identify whether the agreement remains current and effective and identify ways in which it can be improved.

### **Level of involvement in the school by SSP officer**

The principal neighbourhood officers for **East Riding College, Bridlington** are:-

PCSO 7617 Bev FEIRN ([Beverley.Feirn@humberside.pnn.police.uk](mailto:Beverley.Feirn@humberside.pnn.police.uk))  
PC 2408 Nikki CAMMISS ([Nicola.Cammiss@humberside.pnn.police.uk](mailto:Nicola.Cammiss@humberside.pnn.police.uk))

They form part of the Bridlington Community Policing Team.

Their line managers are:-

Sgt 1649 Chris WHITEHEAD ([Christopher.Whitehead@humberside.pnn.police.uk](mailto:Christopher.Whitehead@humberside.pnn.police.uk))  
Inspector 5555 Rob COCKER ([Robert.Cocker@humberside.pnn.police.uk](mailto:Robert.Cocker@humberside.pnn.police.uk))

The principal neighbourhood officers for **East Riding College, Beverley** are:-

PCSO 7549 Mike FOWLER ([Michael.fowler@humberside.pnn.police.uk](mailto:Michael.fowler@humberside.pnn.police.uk))  
PC 7505 Marc McCLARRON ([Marc.McClarron@humberside.pnn.police.uk](mailto:Marc.McClarron@humberside.pnn.police.uk))

They form part of the Beverley Community Policing Team.

Their line manager is:-

PS 0759 Andy BEADMAN ([Andy.Beadman@humberside.pnn.police.uk](mailto:Andy.Beadman@humberside.pnn.police.uk))

The principal officer will visit the school/college and explain the level of commitment. For example it may be to 'Visit the College once a week and liaise with staff' or 'Hold a two hour surgery once a month in the school/college' etc.

**In partnership with teachers, lecturers, education services and related agencies, SSP Officers will:-**

- Work within a College or cluster of educational establishments
- Develop trust and cooperation within the College community to improve relations between police, staff, pupils, parents and members of the community in which the College is located.
- Contribute to a partnership approach when dealing with all incidents and where appropriate agree an approach involving others in achieving a resolution. This will be in line with discussions at the Safeguarding Leads meeting. The sharing of information would be done as appropriate to prevent offending and harm.

### **Prevention**

- Provide a visible, consistent and accessible policing presence within the College and the wider community in accordance with this protocol.
- Their focus will include the prevention and reduction of crime, anti-social behaviour and related incidents in and around the school, including bullying and violence experienced by pupils and staff, truancy and exclusion, damage to school/college buildings and drug related incidents.
- Share information where appropriate with identified school/college staff to prevent offending and harm to young people, staff and the wider community. Section 115 of the Crime and Disorder Act 1998.

### **Education**

- Attend appropriate multi-agency meetings e.g. staff, governor and parent meetings, agreed by the officer's line manager. Participate in initiatives to improve the school/college-learning environment, and contribute towards the ward priorities.
- Assist young people with the transition phase from primary to secondary schools, and secondary to post 16/college education.
- Engage with the schools to promote crime prevention through presentations aimed around the calendar of events and identified activities relating to the school/college. This will be a multi-agency approach to deliver the best information to the staff and students.

### **Diversion**

- Through negotiation, decide with College staff the most appropriate way of dealing with an incident. Where the police are the main investigators of an offence and this is to be dealt with as a formal police matter, Humberside Police would comply with the necessary statutory legal requirements of the Data Protection Act. The investigating officer will ensure that the relevant authority is provided to the College on a form DP9.
- To identify, support and work with young people regarded as being at high risk of victimisation, offending and social exclusion (with appropriate parental consent).

- Establish and support both existing and new means of dealing with incidents including use of restorative justice approaches.

### Monitoring

- Working actively with the local police team to which he/she is attached, providing regular updates.
- Where an officer feels it is necessary to make a complaint about an incident or conduct relevant to this partnership, they will refer it to their appropriate line manager and any further action will be negotiated with the appropriate College management.

The following details can be used to contact the police.

Emergencies	Non – emergency	Routine
999  For Emergency situations only	101  For cases that are not emergencies but and do not require a swift response.	<a href="mailto:Bridlington@humberside.pnn.police.uk">Bridlington@humberside.pnn.police.uk</a>  Beverley – 01482 630134 Mike Fowler (see earlier contact)  For cases that are not all urgent leave a message for your PC/PCSO to make contact when next on duty and available. This can be done via the 101 number or the officer's email address.  Officer's name followed by 'humberside.pnn.police.uk' e.g. Rebecca.Lee@humberside.pnn.police.uk

### The Role of the School / College

- Identify a named member of staff as the link for SSP

The **nominated** SSP liaison staff member for the College is:-

Principal link: **Tutorial / Pastoral** – Tracy Underwood

[tracy.underwood@eastridingcollege.ac.uk](mailto:tracy.underwood@eastridingcollege.ac.uk) 01482 390925

Deputy link: **Tutorial / Pastoral** – Melanie Brown

[Melanie.brown@eastridingcollege.ac.uk](mailto:Melanie.brown@eastridingcollege.ac.uk) 01262 455049

Principal link: **Safeguarding** – Lesley Hawkins

[Lesley.hawkins@eastridingcollege.ac.uk](mailto:Lesley.hawkins@eastridingcollege.ac.uk) 01482 390920

Deputy link: **Safeguarding** – Helen Wooldridge

[Helen.wooldridge@eastridingcollege.ac.uk](mailto:Helen.wooldridge@eastridingcollege.ac.uk) 01482 390840

The nominated school/college staff member recognises the following:-

- Responsibility for school/college discipline still remains with the school and its staff.

- To develop or maintain a Behaviour Management Policy that reflects the work of the Safer Schools Partnership.
- To adhere to the National Crime Reporting Guidelines for schools/police. I.e. report all incidents of robbery, sexual assault, offensive weapons or drugs seized or found to the police on 101 or 999 (if an emergency) and inform the nominated SSP officer. **Note – college learners are generally post 16, and as such reporting procedures are done in line with their consent.**
- Contribute to a partnership approach when dealing with any incidents including bullying and truancy and where appropriate agree an approach for involving the officer in its resolution.
- Ensure staff are aware of their own responsibilities and those of the police, clarifying which incidents should be dealt with by the school/college and those that should be reported to the police.
- Provide any information about incidents which may lead to an increase in community tension, particularly around vulnerable individuals and communities.
- Provide a forum for the officer to be identified to all school/college staff and pupils including ancillary staff, governors, and parents.
- When required provide access to office space and telephone.
- Where a member of College staff feels it is necessary to make a complaint about an incident or conduct relevant to this partnership, they will refer it to their appropriate line manager and any further action will be negotiated with the appropriate Police supervisor.

**Nominated Fire Officer**

College Fire Officer: David Jackson

Fire Brigade Officer:

**Nominated Council ASB Officer**

Maud MORRISH ([Maud.Morrish@eastriding.gov.uk](mailto:Maud.Morrish@eastriding.gov.uk)) Bridlington

Helen ULYATT ([helen.ulyatt@eastriding.gov.uk](mailto:helen.ulyatt@eastriding.gov.uk)) Beverley

Safe Communities Officer, Anti-Social Behaviour Team, County Hall, Beverley

**Please advise us of the lead individual with the following roles, within the school. Please include any other roles you think we should know about.**

Role	Name	Contact details
Principal	Mike Welsh	
Vice Principal (Curriculum and Quality)	Rhys Davies	
Safeguarding/Child Protection	Lesley Hawkins Helen Wooldridge	See contact details above

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Principle SSP Lead Beverley	Mike Fowler	See contact details above
Deputy SSP Beverley	Marc McClarron	
Principle SSP Lead Bridlington	Bev Feirn	
Deputy SSP Bridlington	Nikki Cammiss	
Domestic Violence		
Welfare Officer / Guidance Manager	Melanie Brown	See contact details above
Enrichment Officer	Tracy Underwood	

The details for the above named people will be shared with the Fire Brigade and Local Authority to promote the partnership, ease of contact and information sharing.

**Signatories to the protocol:**

**Policing Inspector / Sergeant**

*R. Cocher* Inspector  
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**Head Teacher**

*[Signature]*  
.....

**SSP Officer**

*[Signature]*  
.....

**Nominated Staff Member**

*[Signature]* 28/2/2018  
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