



Educational Establishments Policy (894/2025)

Abstract

This policy highlights the protocol for police engagement within all educational establishments includes private, academies etc, including further education (six form age colleges), but not higher education (universities) and how crime related incidents on school premises should be handled. Protocols and processes have been developed to assist with the day-to-day role of police officers, Neighbourhood Youth Officers (NYOs) and Police Community Support Officers within schools, colleges, and higher education institutions.

This policy covers the strategic and operational arrangements and key responsibilities for all members of staff within Sussex Police. Elements of the policy and procedures are refined to NYOs within schools, colleges, and higher education establishments. The policy also covers how educational establishments form part of wider strategic engagement work with children and young people from all backgrounds.

Policy

1. Introduction

1.1 This policy is required to ensure there is police engagement with educational establishments in line with national and local guidance to safeguard and improve the feeling of safety amongst school and further education communities and to provide statistical data to highlight and target areas of concern.

1.2 This policy will promote interaction with educational establishments. We seek to ensure that Neighbourhood Youth Officers (NYOs) and local Police Community Support Officers (PCSOs) engage with educational establishments to create a positive relationship with all educational establishments across Sussex. The policy will also give guidance to police officers and staff when a suspected crime in an educational premises is reported.

1.3 The policy outlines the responsibilities of educational establishments when incidents occur and provides guidance on how the incident should be handled. The policy also identifies when police should be notified. The oversight of educational based incidents lies within the local Neighbourhood Policing teams and is governed by the bi-monthly 'children and young person's oversight board'.

2. Scope

2.1 This policy covers:

- Local engagement with educational establishments;
- Guidance to educational establishments dealing with crime related incidents and Schools Crime Recording Protocol;

- School and police protocol to be followed when drugs are seized by secondary schools;
- Cascading information to educational establishments when children or young adults may be at risk.

3. Statement

3.1 Sussex Police will work closely with schools and local authorities to prevent children and young people from becoming victims or offenders of crime, reduce anti-social behaviour, reduce risk of and incidents of sexual and criminal exploitation and enhance feelings of safety on educational establishments.

Procedure

1. Local Engagement with Educational Establishments

1.1 Greater engagement with children and young people in our society can be both rewarding and beneficial with the fundamental aim to prevent them from becoming victims or offenders of crime, reduce anti-social behaviour, enhance safeguarding, and improve feelings of safety amongst school and further education communities. Treating every child as a 'Child First' is essential to avoid them being [adultified](#).

1.2 In order to achieve our aims to engage with educational establishments, the Neighbourhood Youth Officer role has been developed under the 'local policing plan' as follows:

Neighbourhood Youth Officer (NYO)

Key roles and responsibilities include the following:

- NYOs will work with educational establishments, from primary to higher education, as well as with children's homes and partner agencies to prevent children entering the criminal justice system.
- NYOs will build strong relationships with other departments e.g., Special Investigation Unit, Youth Justice Service, Missing Persons Teams.
- NYOs will proactively share information with partner agencies including educational establishments.
- NYOs will be youth advocates for other Neighbourhood Policing Team (NPT) members to help improve engagement with young people, as well as strengthen team ethos and support one another.
- The maintaining and fostering of the strong relationships that exist with schools and the maintaining and building of early safeguarding and information sharing opportunities with partner agencies.
- NYOs must help to improve engagement with young people to prevent them from entering the criminal justice system.

1.3 Youth Safety and Intervention Team (YSIT) Local Policing Service Improvement and Engagement Department

The YSIT team are based at HQ and have a number of core responsibilities link to educational establishments:

- Involvement in assisting divisions in recruitment, interviewing and selection of NYOs.
- Provide all NYOs with training as appropriate to their needs. Provide advice and support for all NYOs.
- Provide advice and support to Divisions, Districts and NPTs on issues relating to educational establishments and the use of officers within schools.
- Hold quarterly meetings with all NYOs across Sussex as an overall governance for the role.
- Be a Single Point of Contact (SPoC) for all external partners relating to Children and Young Person (C and YP) issues.
- Provide data and analysis to Divisions, Districts and NPTs regarding the activities of their NYOs for management and Personal Development.
- Share up to date information with all educational establishments to help with safeguarding of children across Sussex.

2. Guidance to educational establishments dealing with crime related incidents and Schools Crime Recording Protocol

2.1 National guidance from the National Police Chiefs' Council (NPCC) has been produced for educational premises on reporting of crime and when to contact the police to assist them in determining when a school / college should deal with an incident internally or involve the police and can be found via this link [when-to-call-the-police--guidance-for-schools-and-colleges.pdf \(npcc.police.uk\)](https://www.npcc.police.uk/guidance-for-schools-and-colleges.pdf).

2.2 The Department for Education (DfE) and the Department for Business, Innovation and Skills (BIS), provide guidance about how schools and further education (FE) colleges should carry out their duties to safeguard and promote the welfare of children, in particular to help them safeguard children when carrying out their functions. This guidance is called "Keeping Children Safe in Education" and can be found via this link [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600266/Keeping-children-safe-in-education-2019.pdf).

2.3 For information on the criteria to be considered when crime recording offences that happen on school or further education premises, you must refer to [Crime Recording Rules for frontline officers and staff](#) page 12 Schools protocol.

2.4 It is important that we record accurate data in the records we hold about protected characteristics. This data is critical to delivering outstanding public service because it deepens our understanding of what our communities demand from us, what response we currently give and where we need to improve. Protected characteristics can be defined as age, gender, gender reassignment, being married or in a civil partnership, being

pregnant or on maternity leave, disability, race (including colour), nationality, ethnic or national origin, religion or belief and sexual orientation.

Mandatory Flags

Some crime data is flagged by the Home Office. There are Hate Crime, Metal Theft, Domestic Abuse, Online Crime, Child Sexual Abuse, Child Sexual Exploitation, Alcohol, Corrosive Based Substances and Honour Based Abuse. There is detail which supports each of these important flags at <https://www.gov.uk/government/publications/counting-rules-for-recorded-crime>. For more information refer to the Crime and Incident Disposal, Recording and Auditing Policy (757).

2.5 For Force Contact, Command and Control Department (FCCCD) guidance on contact regarding incident at school or college please refer to Force Call Grading, Deployment and Demand Management Policy (785).

2.6 There is a wealth of information and advice contained within the Police Visual Handbook (PVH) and the children and young persons how do I page, the most common incidents are listed below:

- Interviews and arrests of children at places of education;
- Having a bladed or sharply pointed article or offensive weapon on school premises - Children and Young People - possession of knives;
- Power to seize and dispose of tobacco and cigarette papers;
- The power to remove truants and return them to school from which they are absent;
- Nuisance or disturbance on a school premises;
- Powers of entry, search and seizure on school premises - offensive weapons, bladed and sharply pointed articles;
- The power to search persons and vehicles;
- Confiscation of alcohol from young persons.
- Education Act Section 93 - [Power of members of school staff to use force](#)

3. Dealing with Suspected Illegal Drugs Seized on Secondary School or Higher Education Premises

3.1 There is a specific protocol to be followed when suspected illegal drugs are found on a secondary school or higher education premises or when confiscated from a pupil and can be found in [when-to-call-the-police--guidance-for-schools-and-colleges.pdf](#) (npcc.police.uk).

3.2 If on an educational premise and are looking at carrying out an Exposing Intimate Part (EIP) search under stop and search powers you must seek authority from a Chief Inspector and follow the EIP guidance in the Stop and Search Policy (Surrey and Sussex) (1161)

4. Cascading Information to Schools and Higher Education Premises

4.1 It is sometimes necessary for Sussex Police to share information with schools when incidents have happened or there has been suspicious activity in or around a school in Sussex that may compromise the safety and wellbeing of children and young people whilst at school or when travelling to and from school.

4.2 A process has been developed to cascade urgent information to schools in these circumstances which can be found in Guidance for Cascading Urgent Information to Educational Establishments.

Team: Local Policing Service Improvement and Engagement