



---

## Police Protocol Policy

---

<b>Date of Publication</b>	<b>January 2022</b>
<b>Date of Next Review</b>	<b>January 2023</b>
<b>Senior Designated Safeguarding Person (SDSP)</b>	<b>Anne Entwistle/Nadia Khan</b>
<b>Designated Safeguarding Person (DSP)</b>	<b>Alex Pazik</b>
<b>Nominated Safeguarding Governor</b>	<b>Signe Sutherland</b>
<b>Policy Creator</b>	<b>Alex Pazik</b>
<b>Approved by</b>	<b>Anne Entwistle</b>

This policy should be interpreted in the context of other relevant College Policies and Procedures, particularly BCA Safeguarding Child Protection and Safeguarding Policy (January 2022), BCA Safeguarding Annual Audit (April 2021) and the Single Equality Scheme (Oct 2022).

## **Purpose**

***Providing high quality education that gives our students the knowledge, skills and experience to be successful in their chosen career.***

## **BCA Equality and Diversity Ethos Statement**

This policy and procedure is subject to The Equality Act 2010. The College is fully committed to promoting, maintaining and supporting equality and diversity in all aspects of its work. The College aims to create an environment where all individuals have the opportunity to achieve their full potential, and gain a feeling of self-esteem and respect for and from all others. The College expresses its opposition to all forms of inequality and discrimination.

## **Enquiries and attendance on site**

### **Introduction:**

BCA seeks to support its local Police in its conduct of enquiries. However, the College must ensure its duty of care to both learners and employees and must act in accordance with its duty of confidentiality under the Data Protection Act. It is important that procedures are followed in the event of a Police enquiry made to the College and/or when Police officers attend the College in the course of their duties.

### **Outside College Request:**

All enquiries from the Police for information, whether by telephone, letter or any other means should be referred in the first instance to:

- Vice Principal/Assistant Principal Student Services
- DSL in matters relating to students
- Human Resources in matters relating to employees

### **The Vice Principal must be informed at the initial stage**

All cases will be judged on the particular circumstances pertaining, the College aims is to comply with reasonable requests for information within the constraints of Data Protection. In cases of doubt, legal advice will be sought via the Principal.

A record of information on learners disclosed to Police will be held in a central location. The Vice Principal will be responsible for compiling any data to be released with the aid of necessary staff.

Where Safeguarding information is requested from the Police, Social Services and local Safeguarding Children Boards, under section 47 of the Children Act 1989 enquiry or where there is "reasonable cause to believe that a child or young person may be suffering or at risk of suffering significant harm", that information will be shared by the Safeguarding Team. The Safeguarding Team will release information where they believe a vulnerable adult is at significant risk or harm. A record of what information has been shared and with whom will be kept with the Safeguarding Team's files.

### **Inside College Requests:**

Police officers attending the College should be dealt with in accordance with the following procedures:

Police Officers must report to the front desk and sign in. Reception staff to contact:

- Assistant Principal Student Services / Vice Principal
- DSL regarding students
- Human Resources regarding staff

The Vice Principal/ Assistant Principal will determine the most appropriate location. Unless a previous agreement has been made through the Principal, Police officers should not move within the College unaccompanied.

The Vice Principal/Assistant Principal will establish the reason for Police attendance and instigate appropriate enquiries. Any information requests should be followed as above.

If a Police officer would like to see a particular individual, the Vice Principal/ Assistant Principal will make discreet arrangements for the person concerned to see the Police officer.

Every effort should be made to avoid a situation where the person concerned is compromised in their work situation. If the person is a student over 18 years or age they must be accompanied by an appropriate member of staff ideally a member of the Safeguarding Team. In ALL cases where the student is under 18 years of age or is classed as vulnerable either because of learning difficulties or disability, the parent, legal guardian or carer will be contacted immediately. If the Parent, Legal Guardian or Carer cannot be contacted then the DSL must remain with the student at all times to provide appropriate support.

Police Officers must be fully briefed if dealing with a learner with learning difficulties or disabilities and where necessary be assisted in communicating with the student.

A full record of actions must be taken and will be maintained by the Vice Principal/ Assistant Principal and kept centrally. Once the matter has been resolved the Police Officer should be accompanied to reception to sign out and leave the site.

All the procedures apply where the Police themselves have made an investigation. In matters that the College themselves have called the Police to attend the College in an emergency, the Police must be met on arrival by the Vice Principal/Assistant Principal or DSL, relating to students, and be taken to the location of the incident or situation.