School Safe Alert Notification guidance flowchart

Remember – **Dial 999 in all emergency situations as this flowchart is only applicable where there is no imminent threat to life.**

Is it something you need to act on?

- **Yes**
  - Do you need more context before sharing with the police?
    - Complete the notification form with as much detail as you can, then contact the Police via 101.
    - Ensure appropriate staff are updated and that relevant procedures are implemented.
    - Be prepared to be asked for your suggested course of action during this conversation.
    - Send the completed form on to the Police if asked to do so by the PECH.
    - Never communicate the information to parents/carers, and pupils unless advised to do so by Headteacher or PECH.
  - Ensure you are clear on if and to whom the information should be shared with and any other relevant detail during the conversation with the PECH.
  - Store information in line with GDPR and other procedures. Consider keeping the details for future reference in case the concerns are raised again.

- **No**

This flowchart is to be used in conjunction with the guidance and notification form.

* Police Emergency Call Handler (PECH)