

## SCHOOL GUIDE OF WHEN TO CALL POLICE

### Call 111 and ask for Police when:

- Someone is badly injured or in danger
- There is a serious risk to life or property
- A crime is being committed and the offenders are still there or have just left
- You have come across a major public inconvenience, **OR** if any of the above are happening now or have just happened.

School Community Officers should not be contacted directly in an emergency, as often they are unable to respond immediately. Please contact 111.

If the matter is happening **now**, the Police will endeavour to attend based on Risk Assessment. If the risk or incident has been successfully resolved, do not expect immediate attendance. The Police continually assess incidents in terms of risk and the need of an immediate response. For example, we may have Police cars going to one incident, but at any time they can be redirected to attend another incident as the risk need may be deemed higher at the new event.

Police may also be called when a student cannot be managed safely and the imminent danger to the other students, staff, or themselves remains. Please consider all alternatives have been explored before phoning 111.

### **TRESPASS** Trespass:

- You are required to give reasonable time for the trespasser to leave. If the person remains or is taking an unreasonable amount of time to comply, call 111 and ask for Police
- If the person comes back after they have been trespassed they will have committed an offence, you should call 111 and ask for Police.
- A person may be verbally trespassed from the premises, this can be followed up with a written trespass notice at a later date.

### Lockdown: Call 111

School Boards are required to keep staff and students safe. Therefore, all schools should have a detailed and updated Emergency Management Plan.

- Police are concerned that it may be only a matter of time before a serious incident takes place in a school. Police data shows an increase of family harm in the community
- Methamphetamine is an ongoing issue and the harmful behaviour in the community has increased significantly.

Without an appropriate Emergency Management Plan, students are being placed at risk of being seriously harmed. Please find below a link that provides a template for lockdown plans:

<http://safeschools.co.nz/uploads/lockdown-plan-file.pdf>



### Non-emergency matters can include: Don't call 111.

- Historic crime
- Noise and parking complaints
- Matters that have occurred outside of school hours

**“BE SAFE FEEL SAFE”**