



30<sup>th</sup> August 2017

Dear Head Teacher

**Engaging young people in schools and colleges – Police staff guide**

North Yorkshire Police is often asked to provide sessions in educational establishments. This is a valuable way of engaging, educating, supporting young people, parents and teachers. We want to ensure that we deliver the right sessions, to the right people, at the right time.

To assist us with this North Yorkshire Police has recently developed a guidance document for police officers and staff. This document, called '**Engaging young people in schools, colleges and youth groups**' is a guide for officers, PCSOs and police staff. This has been developed in consultation with Council Educational leads and partner organisations. The guidance sets out North Yorkshire Police's support for educational establishments, Youth groups and commences from **1<sup>st</sup> September 2017**.

**The guidance will help to ensure that sessions delivered by North Yorkshire Police:**

- Have a consistent message across the County and City of York
- Use high-quality approved resources
- Are delivered by appropriately skilled personnel
- Are age-appropriate to the audience
- Meet the needs and objectives of both the school and the police service

**It will also help North Yorkshire Police to:**

- Deliver our children and young person strategy objectives and the priorities outlined within the Police and Crime Plan (available on the OPCC website)
- Ensure we only provide sessions and materials that sit within our area of expertise

**It endeavours to assist schools with:**

- Delivering the Personal Social and Health Education (PSHE) school subjects so pupils can develop the knowledge, skills and attributes they need to keep themselves healthy and safe
- Meeting the requirements of the Department of Education's statutory guidance on Keeping Children Safe in Education which states, "governing bodies and proprietors should ensure children are taught about safeguarding, including online through teaching and learning opportunities, as part of providing a broad and balanced curriculum".

**The guidance takes a Three-tiered approach:**

**Tier 1** tailored to key stages 1 & 2 - **Tier 2** tailored towards key stages 3, 4 & 5 and **Tier 3** joint agency specialist delivery tailored towards key stages 3, 4 & 5. Each Tier sets out the age group, the curriculum requirement, the sessions we can offer to help schools to safeguard, support and

promote pupil welfare and the approved resources that are available to support delivery of that session.

Approved sessions have been placed in the guidance in a structured delivery of TIER 1, 2 and 3. The sessions are there to complement the PSHE curriculum and have been placed in the appropriate TIER group depending on Key Stage, subject matter, knowledge and training.

These sessions/ lessons will be the **ONLY** sessions that will be delivered by North Yorkshire Police personnel. If there is a request to deliver a topic which is not covered or is outside this guide staff have been informed to contact their area Youth Officer to see if they can assist.

### **Who should deliver PSHE sessions?**

The police service regularly receives requests to provide inputs to different groups of people. The Youth Officers, Neighbourhood Policing Teams, Training Department and trained district staff are able to deliver a number of sessions which can **complement** the PSHE Curriculum.

North Yorkshire Police has four experienced area-based Youth Officers covering York & Selby; Harrogate & Craven; Hambleton & Richmondshire and Scarborough & Ryedale. All four officers are presently completing the University Accredited National PSHE CPD programme, which provides professional development for teachers and other professionals with responsibility for the planning and delivery of PSHE.

The guidance provided is relevant to Police Officers and Police Community Support Officers within District Neighbourhood Policing Teams, who already provide additional valuable inputs to schools and local communities, and who should continue to do so in line with this guidance. A number of PCSOs have already received specific training to enable them to deliver certain sessions in schools, the Youth Officer team will continue to support these members of staff to deliver these inputs across the county. The purpose of some of the sessions being co-delivered by the PCSOs is to raise awareness of safety matters, promote positive behaviours and thereby reduce harm.

### **What should be delivered, and how Youth Officers can help:**

This guidance will help police staff to assess requests, to determine the needs, what has been requested plus the content required. Also to be considered is whether or not the police service is the most appropriate agency to deliver. Is there a more appropriate agency who can assist and is a joint agency delivery required?, if so the Youth officers can advise and assist in this area. Once the request is made to the police it will be assessed by the Police staff's line manager before a final agreement is made.

### **Session/ lesson delivery:**

Where identified some of the Tier 2 and all of the 3 sessions **MUST** only be delivered by the most suitable agency or by using a joint agency approach. These also include educational sessions for parents/ guardians/ governors/ teachers/ support staff to ensure they have the best possible knowledge to safeguard children and young people. It is required that a member of staff **MUST** be present, actively involved in delivery of the material and remain responsible for classroom management at all times.

### **Responsibilities, behaviour management and safeguarding:**

Police personnel are there as external visitors. A teacher or school representative must always be present throughout the session as they are responsible for classroom management. The welfare, behaviour and safeguarding responsibility of the group remains the responsibility of the school.

**Disclosure to Staff during session delivery:**

In the event that a disclosure is made to police, police staff have been advised to notify school staff immediately including the designated safeguarding lead and make a verbatim record of the comments made by the student. Questions should not be asked of the student other than to clarify what has been said. A record of who was present at the time of the disclosure will also be made in the police staff's pocket notebook.

If the disclosure or incident is not within the remit of the school guidance to investigate or deal with, where appropriate police staff will report this to the Force Control Room and duty supervision. This will ensure the matter can be reviewed and investigated accordingly. The PCSO or Police Officer will usually make themselves available for a short time after the session to deal with any concerns of individual students.

**Delivering for special needs:**

There will be circumstances where the police are asked to deliver sessions to groups of young people with special educational learning needs. Any requests should be carefully considered with the staff responsible as this may require a specific session for which police staff do not have the necessary resources. Special needs sessions may need to be delivered by a person from the school or venue who has a better knowledge and is trained in this area of expertise. Where identified, specific sessions can be facilitated by various methods ranging from structured classroom based inputs to one-to-one schemes of work to young people.

**Session Feedback**

When a new topic is being delivered or it's the first time being delivered by a member of staff, lesson feedback will be collated by the Youth Officer responsible for that area. This will be carried out by an electronic evaluation form being sent to the named representative in the school who has organised the police visit / or representative who will be able to gain the feedback for the session and then return the form to their respective Youth Officer. This information will be evaluated and used to inform future training and development of those staff involved in delivery.

As the Youth Officers regularly attend the secondary schools collaborative meetings, these forums would be a good opportunity for them to attend and explain this guidance to senior school leads. This will provide an opportunity for school staff to ask any questions.

Thank you for your support with this and please do not hesitate to contact me if you would like any further information.

Yours faithfully

Neil Northend,

Sgt 1725

Youth Engagement, Richmond Police Station.

101 or email [Neil.Northend@northyorkshire.police.pnn.uk](mailto:Neil.Northend@northyorkshire.police.pnn.uk)