

PROTOCOLS FOR WORKING WITH WA POLICE

The Department of Education and Training places the safety, health and wellbeing of all students and staff at the forefront of everything we do. Sometimes, emergencies and critical incidents require the involvement of WA Police.

This addendum to the [Emergency and Critical Incident Management policy](#) details the roles and actions of the Department and WA Police when an incident involving both agencies occurs.

Prevention and preparedness

To help Police and to be prepared for emergencies and critical incidents, schools should:

- develop a relationship with officers in their local Police station; and
- be aware that Police can play a role, in certain circumstances, in relation to lockdown and evacuation (refer to the [Emergency and Critical Incident Management policy](#)).

Response

Police can help schools respond to emergencies and critical incidents by:

- responding to incidents in schools where appropriate;
- ensuring everyone knows who the Police Incident Controller or Senior Investigating Officer is;
- keeping the principal or delegate briefed during an incident that impacts on the school with information relevant to the incident; and
- liaising with the principal and Director Schools to develop plans and strategies that help resolve the incident and minimise risk to students.

Schools can help Police by:

- ensuring everyone knows who the School Incident Controller is (the Principal, sometimes the Director Schools);
- ensuring all liaisons between the school and Police go through the Police Incident Controller and School Incident Controller;
- being aware of expected levels of Police response depending on the nature and scale of the incident; regardless of the magnitude of the Police response, there is always a single Police Incident Controller with whom the School Incident Controller liaises;
- providing timely and complete information to Police on the incident; and
- supporting investigation and prosecution through open and accountable interaction with Police.

Recovery

When Police are satisfied the matter has been dealt with in the appropriate manner, it is usual practice for them to scale back their involvement. Police may help the school where necessary after this time but are not responsible for the school's emergency management recovery phase.

There may be further Police activity after an incident is resolved, such as ongoing forensic investigations. Police may also require further interaction with staff at a later

time to obtain depositions or other information to help their enquiries. Whatever the outcome, Police liaison is with the principal or delegate.

Communications

Principals must contact the Department's Media Unit (T: 9264 5821, 24 hour service) for advice about preparing communications in relation to an emergency or critical incident at their school. This includes communications with parents and other stakeholders as well as communications with media. The Department's Media Unit will work with Police Media before approving any communications.