

This matter is being dealt with by:
Peter McConnochie/ Cheryl Stollery
Reference: Schools Safe Alert Protocol
T 0115 977 2073
E peter.mcconnochie@nottsc.gov.uk
cheryl.stollery@nottsc.gov.uk

Letter to Headteachers

25th October 2023,

Dear Head Teacher,

School Safe Alert Notification protocol

This letter is to inform you about a piece of work recently completed by the Safeguarding Children in Education Officer working in collaboration with Nottinghamshire Police and the Nottinghamshire Safeguarding Children Partnership.

You will find attached to this letter three documents which provide updated advice and guidance regarding what to do when you become aware of someone displaying concerning or threatening behaviour in the vicinity of your school.

- The 'School Safe Alert Notification' Guidance
- The 'School Safe Alert' Notification Form
- The 'School Safe Alert' Notification Flow Chart

The Guidance document has been designed to help you decide when it is appropriate to share your concerns with the police, and how to do this. The Notification Form is a template for you to complete to prepare for sharing information with the police. The Flow Chart is a diagrammatic summary to aid your decision-making around whether to share your concerns with the police, or whether your concerns are more appropriately directed elsewhere.

Yours sincerely,



Safeguarding Children in Education Officer



Peter McConnochie
Service Director
Education, Learning & Skills
Nottinghamshire County Council