

School security – Fact sheet 3:

Reporting security incidents

The Department of Education (the department) maintains a partnership with the Queensland Police Service Protective Services (formerly known as State Government Security) for the provision of security services at schools around the state.

It is essential to report ALL security incidents at your school, no matter how minor, to Protective Services as soon as possible after the incident has occurred, using the details below (email preferred).

Protective Services

Email: PSCOR@police.qld.gov.au

Phone 24/7: (07) 3224 6666

What should I report?

A security incident is an event in which an unauthorised person has committed an unauthorised act at your school. Security incidents include:

- Unauthorised entry to school grounds (this includes during school hours, and evidence found of unauthorised persons after-hours);
- Assault or threat against staff or students;
- Malicious damage to buildings, fences, signs, furniture, or equipment caused by unauthorised persons, (including graffiti);
- Break and enter, and attempts to force entry into buildings; and
- Arson (including evidence found of attempts).

Why do I need to report to Protective Services?

[Protective Services](#) functions as an incident reporting agency for the department, and every security incident reported to Protective Services is forwarded to the Disaster, Emergency and School Security (DESS) unit. These reports help the School security advisors in DESS to identify trends in unauthorised activity and increased security risks at schools. Security incident reports are also used to determine a school's security risk rating.

What is a security risk rating?

The data from all reported security incidents is analysed annually to determine a security risk rating for each school: Low, Medium High or Extreme.

Security risk ratings are an evidence-based measure to identify at-risk schools. DESS refers to them when giving advice for infrastructure projects and determining measures to assist schools manage their security risk in the event that any funding becomes available.

Do I still need to report criminal offences to Policelink?

Yes. It is important that criminal offences committed by unauthorised persons are reported to Policelink, to ensure criminal tacticians in the Queensland Police Service can properly investigate incidents in a timely manner.

There are some incidents you may choose not to report to Policelink (for example, rubbish left on the grounds). These **should still be reported** to Protective Services.

Only incidents reported to Protective Services are collected for reporting by the department. Even though Protective Services is part of the Queensland Police Service, they do not share reporting databases.

Hints for effectively reporting security incidents

Report all incidents

You should report all security incidents, no matter how minor, to give an accurate reflection of the security environment at your school. Persons leaving rubbish on the grounds or a marker pen graffiti tag may seem minor, but if these events are recurring, this represents a trend in unauthorised activity.

Report as soon as possible

Your School security advisor can help you review security incidents and provide advice on how to respond. To maintain effective security, and lower the possibility of recurring unauthorised activity, it is important to respond quickly after an incident.

Include as much detail as you can

- Which block/s an incident occurred at or near;
- Exactly what was damaged and/or stolen (e.g. number of broken windows);
- Description of graffiti (spray paint or marker pen, tags or drawings, approximate size);
- How unauthorised entry was gained;
- Any available description of unauthorised persons.

These details will help your School security advisor identify patterns in unauthorised activity, or shortfalls in security.

Different types of events, and varying severity levels of each incident, will have a different impact on a school's security risk rating. If DESS do not receive sufficient information to assess the severity of a security incident, it will be recorded as 'low impact'.

For incidents that have been reported to Police, including the relevant Policelink reference number in your report to Protective Services will give a greater cross section of information across agencies to identify crime trends in your area.

What happens next?

It is important to determine the root cause of any security incidents so that appropriate corrective action can be taken. It may be helpful to complete a [security risk assessment](#), if one has not been undertaken recently, or if the frequency or severity of incidents has increased. Regularly conducting security risk assessments will assist schools to monitor the effectiveness of security controls implemented.

For more information, contact your [School security advisor](#) or Disaster, Emergency and School Security at ISD.EmergencySecurity@ged.qld.gov.au.