

Emergency and School Security

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 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:

Protective Services

Phone 24/7: (07) 3224 6666

Email: PSCOR@police.qld.gov.au

What is it that I should be reporting?

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

- Any occurrence of unauthorised entry to school grounds (this includes during school hours, and evidence found of unauthorised persons after hours);
- Any malicious damage to buildings, fences, signs, furniture, equipment or 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?

As part of their partnership with the department, Protective Services functions as an incident reporting agency, and every security incident reported to Protective Services is forwarded to the Emergency and School Security (E&SS) unit in Infrastructure Services Branch. These reports help the School Security Advisors in E&SS 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, via a data assessment process.

What is a security risk rating?

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

Current security risk ratings are an evidence-based measure to identify at-risk schools. E&SS refers to them when giving advice for infrastructure projects and determining measures to assist schools manage their security risks 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.

*It is important to note only incidents reported to Protective Services are collected. Even though Protective Services is now part of the Queensland Police Service, **Policelink and Protective Services do not share report databases.***

Hints for effectively reporting security incidents

Be sure to 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 begin to recur it still represents a trend in unauthorised activity.

Report the incident 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 (including number of broken windows);
- description of graffiti (spray paint or marker pen, tags or drawings, approximate size);
- how unauthorised entry was gained; and/or
- 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 event, will have a different impact on a school's security risk rating. **If E&SS 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, include your PoliceLink reference number. 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.

For more information, contact your [School Security Advisor](#) (DoE employees only) or Emergency & School Security at ISB.EmergencySecurity@ged.qld.gov.au.