



**Warwick Tomsett  
Head of Targeted Services &  
Joint Commissioning**

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Date: 19<sup>th</sup> October 2017  
Ref: GB258

Dear Headteacher

**Communication with parents following incidents or suspicious behaviour**

You may have seen recent news reports in the media about Sexual Offences that are being investigated by Police in Lewisham and Greenwich.

I wanted to take the opportunity to set out the process that should be followed if you have any incident or suspicious behaviour that requires police involvement. Any such incidents should first be reported to the Police, through your safer neighbourhood team, or via 999 if an emergency.

The incident should also be reported through the Executive Director for Children & Young People's office who will alert me or, if I am not available, another member of the Children & Young People's Directorate Management Team (CYP DMT). Please call 020 8314 8678 or 020 8314 6301.

All reports are taken seriously by the police and the Council, and will be investigated fully, however it is important to realise that not all reports lead to the identification of criminal offences.

If you consider that communication with parents about the current media reports is necessary, the key message should be "alert but not alarmed." It is of course always appropriate to continue to remind parents and pupils of the usual general message around staying safe and crime prevention.

If there are specific incidents that take place which you consider need to be communicated to parents, please consult with us first so that we can help ensure that the appropriate and proportionate message is disseminated to parents.

We will advise of the wording to be used with advice from the Police. This is partly to ensure a consistent message, but also to ensure that any current investigation is not compromised. This is particularly relevant given how quickly information spreads through social media.

Thank you for your co-operation.

A handwritten signature in black ink, appearing to read 'W Tomsett', written in a cursive style.

**Warwick Tomsett**  
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