



Operation Sycamore Policy

Last reviewed: September 2025

Next review due by: September 2026

We do things differently.....

H.E.R.E

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Information

This document has been written to give schools in Salford guidance on how to report incidents to the Police when a pupil has in their possession a knife or bladed article or a weapon on a school premises.

(School defined as; land used for the purposes of a school, excluding dwellings used by a person employed by the school e.g., caretakers' residence).

This document does not cover the many strands of legislation in relation to Knife crime other than to say that it is;

'A criminal offence to have in a public place any article which has a blade or is sharply pointed (including a folding pocket knife if the cutting blade exceeds 7.62cm/3inches)'.

In ALL cases of knife crime (as defined above) incidents MUST be reported to the Police. This is emphasised in the Department of Education Searching, Screening & Confiscation advice for head teachers, school staff and governing bodies document at point 12. See Appendix A.

Reporting Knife crime to the Police is the first steps in developing effective prevention strategies. The crime recording data can be used for early identification of trends and crime patterns in schools and in the local community.

By using this information Schools, Police and other Partner agencies can intervene before a problem becomes entrenched.

This multiple strand approach is essential to tackling and reducing serious violent crime and knife crime in our communities and schools.

Additionally, it also gives the police and partner agencies the opportunity to work with those identified in a more holistic approach.

What Action to take

There are two ways of schools reporting incidents to the Police.

Where there is an immediate Police, response required DIAL 999.

Immediate response defined as;

- Danger to life
- Immediate threat of violence
- Serious injury to a person
- Serious damage to a property

If there is No immediate Threat and No necessity for a police officer to attend on the day of the incident then the attached Operation Sycamore Knife Crime report form should be completed

and emailed to : Gulf@GMP.Police.UK

Once the form is received a confirmatory email will be sent by return acknowledging receipt of the form and confirmation that it has been sent onto the local neighbourhood Police team. The allocated neighbourhood officer will record the relevant crime and make contact with the school in order to discuss the incident, the appropriate action, and collect any seized items relating to the crime.

What action can the Police take

The following is guidance only:

There are a number of options available to the Police when dealing with knife crime - in particular youths with knives.

Each incident will be looked at individually and a number of factors will be considered including; community safety, aggravating factors, age and details surrounding the incident.

The Association of Police Officers (ACPO) give direction on dealing with youths and knife crime with disposals ranging from Caution / Conditional Caution and Charge. All of which will result in the individual's details being recorded against the crime on the Police National Computer (PNC).

However, Greater Manchester Police and Salford City Council recognise that there may be mitigating factors which have resulted in the young person carrying a knife. Subject to these mitigating circumstances 'Community Resolution' may be a way of disposal without the necessity to 'criminalise' the individual.

In all cases the individual should be referred to Children's services for safeguarding consideration and the Community Safety Referral Team (CSRT) where a multi-agency approach and intervention can be considered with the inclusion of the school concerned.

Please Note; A neighbourhood officer will aim to contact the school within 24- 48 hours of the report being received (excluding weekends).

In the event you require Police advice prior to contact by your local neighbourhood police officer we request that you contact the 101 number.

IN ALL CASES – ANY ITEMS SEIZED SHOULD BE STORED IN A SECURE LOCKED LOCATION PENDING POLICE ARRIVAL.

(For further information on the specific legislation and powers within schools please refer to the Education Act 1996).

- **Deal with the threat**
- **Ensure welfare of staff and children**
- **Secure any evidence**
- **Report to police as appropriate**

Operation Sycamore

Knives and Weapons in Schools – Reporting Form

School Details	Name:	
	Address:	
	Co-ordinator:	
	Contact No.:	

Offence Details	Knife crime /Offensive weapon :	
	Date:	
	Time:	
	Location:	
	Victim / Informant:	
Brief Circs:		

Youth Details	Surname:	
	Forename:	
	DOB:	
	Address:	

Is the Youth considered Vulnerable and subject to	Yes / No (if yes give details)
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any safeguarding measures (TAF/CIN/CP/other please specify)	
Is the Youth Known to be part of any known gangs or Organised Crime Groups	Yes / Don't know. (if yes give details)

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Parent / Guardian Details:	Name:	
	Address:	
	Contact	
	No.:	

Sibling Details	Name / DOB/School	
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School Response	Fixed Term excluded:	Yes / No
	Permanently Excluded:	Yes / No
	Other intervention:	
	Referred to the Bridge:	Date: / /
	Referred to CSRT:	Date: / /
	Neighbour hood Manager Details:	

Police Response	Crime Number:	CRI 06FF /
	Statement taken:	Yes /No
	Item Seized:	Yes / No / Property No.
	Arrest / VA:	

Gravity Factor Score:	
Charge / Caution / Con. Caution/Community Resolution:	
Referred to YOS:	
Care Plan completed if not referred to the bridge by school):	Yes/No
Referred to the Safeguarding Unit / Complex Safeguarding Unit:	Yes / No
Give details of other intervention / referrals made:	

Any other Information of relevance	
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Email to: Gulf@GMP.Police.UK