

# **PROTOCOL FOR POLICE INFORMATION REQUESTS OR ARRESTS/INTERVIEWS ON UNIVERSITY PREMISES**

## **1. Purpose and scope**

This Protocol is intended to facilitate reasonable police requests for information and assistance while maintaining the University's duty of care to all members of its community. It applies to any police request for information, or to conduct an arrest/interview on any University site (including Halls of Residence), and to all University students, staff and affiliates.

Kingston University expects that arrests or interviews on campus will only be requested where the police have exhausted all attempts to locate the suspect/witness off-site or, in cases of an emergency, where the individual is judged to pose a potential risk to themselves or others based on the nature of the alleged offence.

For the purpose of this protocol, 'interview' covers any request by the police to meet with a student, staff member or affiliate, whether for the purpose of interviewing them or providing them with information.

## **2. Requests for information**

Any member of staff asked by the police to share the personal information of a student, staff member or affiliate should direct the enquiry to [thirdpartyrequests@kingston.ac.uk](mailto:thirdpartyrequests@kingston.ac.uk). This mailbox is monitored regularly by the Compliance and Information Governance team (CIG) in GCL0.

## **3. Requests to interview or arrest**

### **3.1 Students**

Any member of staff asked by the police to facilitate an interview or arrest of a student on-site should direct the enquiry to the University Authorised Contact, the Student Services Director (Jenni Woods), or either of the following in her absence; the Executive Director, Student Services (Louisa Green) or the Associate Director of Student Life, Health and Wellbeing (Timothy Dhir).

### **3.2 Staff and affiliates**

Any member of staff asked by the police to facilitate an interview or arrest of a staff member or affiliate on-site should direct the enquiry to the University Authorised Contact, the Director of HR (Jasdeep Shokar) or either of the following in her absence; the Chief Operating Officer (Caroline Harries) or the Head of HR Advice and Reward (Jo Willoughby).

With the exception of emergency situations (see below), the University will only facilitate requests to interview or arrest a student, staff member or affiliate on site on an open basis with the individual concerned. Should the police not wish for the University to be open with the individual, the University will be unable to assist, and the police will need to make alternative arrangements.

Provided the police are happy with the University's open approach, the University Authorised Contact (see above) will contact the individual and inform them that the police wish to interview or arrest them. A suitable meeting time and location will be arranged between the individual and the police and both parties notified of the arrangements. The student, staff member or affiliate will be

advised to comply with the request. Any such meeting will take place in a separate and neutral room, away from the presence of others.

The University will request that the police are represented by a maximum of two plain clothed officers travelling in an unmarked car, and that any arrest should be facilitated by University Security staff and conducted in a low-key and discreet manner with, where possible, handcuffs not being used.

#### **4. Out of hours emergency situations**

Police requests made out of normal working hours should be directed to Security. If the Police request an urgent arrest (i.e. there is an immediate risk to the individual or others due to the nature of the alleged offence and/or a risk of important evidence being lost), the Head of Security will liaise with the relevant University Authorised Contact and agree the process to facilitate such a request. The University Authorised Contact for students is the Student Services Director (Jenni Woods). The University Authorised Contact for staff and affiliates is the Director of HR (Jasdeep Shokar). The Head of Security will also inform the Compliance and Information Governance team at [thirdpartyrequests@kingston.ac.uk](mailto:thirdpartyrequests@kingston.ac.uk), to enable recording of the request and to take any follow-on actions required.

If the University Authorised Contact cannot be reached, the Head of Security will liaise with the Executive Director for Students (Louisa Green) or Associate Director for Student Life, Health and Wellbeing (Tim Dhir) (for student scenarios), or the Chief Operating Officer (Caroline Harries) or the Head of HR Advice and Reward (Jo Willoughby) (for staff and affiliate scenarios), during normal working hours. Outside working hours, the Head of Security will liaise with the member of SLT on executive duty.

Any email communication with an external police email address should be encrypted to protect the personal data of the individual concerned. For details on how to encrypt an email from Outlook please see guidance on [email management](#).

#### **5. Out of hours non-emergency situations**

Routine police data requests for staff, student or affiliate personal data received out of hours should be directed to [thirdpartyrequests@kingston.ac.uk](mailto:thirdpartyrequests@kingston.ac.uk).

#### **6. Under 18s**

Where a student is under the age of 18, they will be advised by the University of their right to have an adult with them when they meet the police. It is expected that the police will inform the student of their right to have an adult present with them at the police station if they are arrested and will notify their parents/appropriate adults.