Together, we can create a world where every student knows they matter.

safe2tell Colorado

High Functioning Safe2Tell Teams

This guide provides recommendations for High Functioning Safe2Tell Teams and is intended for local multidisciplinary teams already familiar with Safe2Tell and P3. If you would like a 101-level training, fill out the Presentation/Training Requests Form. This guide outlines report handling, program best practices, and responding to frequently asked questions.

Report Handling

Multidisciplinary teams utilize the P3 system to maximize and streamline coordinated efforts for report response.

- *First step.*
    - Reports must be marked as read by multidisciplinary teams within one hour during school hours.
    - Law Enforcement must mark the report as read within 30 minutes.
    - If reports are not marked as read, Safe2Tell analysts will call both the school and law enforcement agency to confirm receipt.

- *Intentionally teach team expectations.*
    - Who will lead investigations?
    - What is the SROs role in investigations?
    - Who is responsible for closing out reports? (This individual can be at the school, district, or law enforcement.)

- *In P3, utilize the Disposition tab to view and update in-progress notes.* Information sharing is central to the Safe2Tell infrastructure. Teams share notes relevant to the investigation.
    - Law Enforcement entering the call for service (CFS) number for the school team and analysts to cross reference if needed.
    - Law Enforcement entering welfare check results.
    - Multidisciplinary teams can request Safe2Tell analysts to ask the reporting party specific questions via two-way dialogue.
    - Narratives should include rationale for decisions, context of the student and other pertinent information related to determining the outcome.

Focus on Solutions
By leaving the name Safe2Tell out of the conversation, the focus is put on resolving the issue of concern and away from where the information came from.

- *Reports are quickly and consistently closed out.* Safe2Tell does not consider a report resolved until it is closed. Effective Safe2Tell Teams close out reports in a timely fashion. To close out a report, change the drop-down menu near the top of the window to "closed" and click save, also in the disposition tab, check the correct outcome boxe(s) and add disposition/in progress notes.

Program Best Practices

High Functioning Safe2Tell Teams keep report contents confidential.

- Anonymity of the reporting party is a central feature of the Safe2Tell program and a motivating factor for students to break the code of silence and make a report.
- Safe2Tell report contents cannot be disclosed.
  - Sharing report contents verbatim is prohibited.
  - Reporter anonymity is protected by <u>statute</u>.
- *Report contents cannot be copied and pasted.* Only the Tip ID number and a brief summary of the incident may be entered in follow up documents (threat assessments or CAD calls) when necessary for cross reference.
- You can summarize the information that was in the Safe2Tell report in a police report, but all details that could potentially identify a reporting party, the time, place, gender or age must be removed.
  - For examples of best practice, you can refer to our monthly data report press releases to see how we summarize and generalize reports.

High functioning Safe2Tell Teams recognize the difference between unfounded and false reports.

- Unfounded reports are OK. We need to rely on students reporting anything that makes them feel unsafe. High Functioning Safe2Tell Teams recognize they are the experts and can sift through the difference between credible and non-credible threats.
  - The burden should not be placed on students to figure out if a threat is credible or not credible.
- Safe2Tell reports should not be closed with both Unfounded and False selected as an outcome.
  - There is a significant difference between someone submitting a report with good intentions for a valid concern versus someone submitting a report to bully, harass or cause harm to someone.
- Duplicate reports on an incident are a reflection of a healthy reporting community.
  - High Functioning Safe2Tell Teams celebrate the fact that multiple people noticed something and spoke up.
- ***Side note***: for generalized Safe2Tell reports that reflect monthly, midyear, and annual reporting trends <u>click here</u>.

> "*With the Safe2Tell system, oftentimes in our area, we receive reports that are unfounded. I will take all the unfounded reports even if it means saving one student's life! I am extremely grateful for the Safe2Tell system!*" ***Richard Romero, Dean & Safety/Security Coordinator at La Junta Junior Senior High School***

High Functioning Safe2Tell Teams treat subpar reports as learning opportunities.

- When misuse reports or reports with limited information are received, high functioning teams:
  - *Recognize the need for explicitly teaching correct reporting procedures.*
    - Best practice shows that educators should spend more time focusing on what to do rather than what not to do.
    - Student & staff trainings are a vital component of the success of our program. Schedule a Safe2Tell presentation here.
- *Explore the role school culture and climate plays into Safe2Tell*. Sometimes, there is a larger culture and climate issue that is manifesting itself through Safe2Tell reports.
  - Reinforce that Safe2Tell reports are designed to keep our schools and communities safe and protected. They are not to hurt, bully, or harass other individuals.
  - Reporters submitting false reports may face school and/or law enforcement consequences. <u>Senate Bill 21-081</u> was passed to prevent the misuse of Safe2Tell.

High Functioning Safe2Tell Teams investigate and treat every Safe2Tell report as a serious incident.
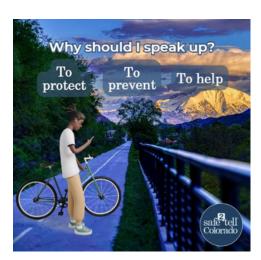
- Safe2Tell has received seemingly simple reports that have resulted in child welfare checks and child neglect charges being filed.

Frequently Asked Questions

Multidisciplinary teams develop and reinforce positive messaging around the Safe2Tell program. This messaging is used by the team and is also relayed to the larger community of trusted adults that support students and schools.

- **Can I report _____ to Safe2Tell?**
  - Avoid answering this question directly. Safe2Tell is designed to be a "catch all" for safety. If we limit what students report, we are placing doubt on what can be reported. Here is an example of what you could say.
  - If this is something that makes you feel worried or unsafe, we want you to either tell a trusted adult or make a report to Safe2Tell.

- **Is it really anonymous? What if I'm the only one my friend told?**
  - Yes, it is really anonymous. Safe2Tell does not ask for any identifying information. In certain situations, schools or peers might be able to determine who made a report based on conversations or the "rumor mill". Remember, we want to be advocates that try to keep our communities safe and protected.

- **If it is anonymous, can't students use it to make things up?**
  - Safe2Tell is anonymous in order to give students a safe place to make reports about things that concern or worry them. Out of nearly 20,000 reports, 97% were considered valid or actionable. Colorado is proud of the students who are using Safe2Tell for the right reasons - to protect and keep their schools safe.
  - Reference the parable of "The Boy Who Cried Wolf" and the consequences of taking valuable time and resources away from people who actually need help and support.
  - Even if the reporter is anonymous, there may be other ways to investigate who made the report.

- **I heard this comment that scares me, but I don't know if it is true.**
  - It's okay if a report comes back and is just a rumor, a misunderstanding, or unfounded. Even if you don't have all the details, if you think it is serious, your school wants to know about it.
  - It is important to include all the details you have to ensure a thorough investigation can take place.

- **You overhear students joking "I'm going to Safe2Tell you…**
  - We recommend a private conversation such as:
    - "It seems like you are, or someone could be, confused about how to use Safe2Tell. Let's set a good example for our classmates and be respectful of those that actually are struggling with serious things and need help."