

# See, Check and Notify

A one-page staff briefing for schools

Your people are the most capable detection system a school has. See, Check and Notify (SCaN) is a free national programme that helps staff notice what is out of place and know what to do about it. This is a quick reminder of the three habits. It is not a replacement for the training itself.

## SEE

KNOW WHAT IS NORMAL

You cannot spot the unusual without a strong sense of the usual.

- Know the rhythm of your part of the site and who belongs there.
- Watch for what does not fit: someone photographing entrances, a car that lingers, a visitor avoiding reception.
- Trust your instinct. Feeling that something is off is a valid reason to look closer.

## CHECK

THE POWER OF HELLO

A friendly hello welcomes a genuine visitor and unsettles one who would rather not be seen.

- Approach warmly: "Hello, can I help you?"
- Acknowledging someone shows the site is alert and cared for.
- Never put yourself at risk. If something feels wrong, step back and notify.

## NOTIFY

PASS IT ON

Noticing only helps if it reaches the right person.

- No detail is too small. One odd thing may matter alongside others.
- Tell the school's named security or incident lead.
- Describe what you saw plainly: who, what, where, when.

**Why the hello matters.** Someone planning harm relies on going unnoticed while they gather information. Being greeted, or simply seen and acknowledged, undermines that. The same warmth that reassures parents and visitors is also your best low-cost deterrent.

### IF YOU NEED TO REPORT SOMETHING

#### 999

In an emergency, or if there is an immediate risk to life. Always.

#### 101

Police non-emergency, for concerns that are not urgent.

#### gov.uk/ACT

Report suspected terrorist activity online, or use the confidential hotline.

**This briefing is a starting point, not the training.** SCaN is delivered free by qualified trainers from Counter Terrorism Units. Book it through your local Counter Terrorism Security Adviser or via ProtectUK ([protectuk.police.uk](https://protectuk.police.uk)). Security and site staff should also take the tailored SCaN for Security module.

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