



Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School  
Subsidiaries of JWA Holdings Limited

## Anti-weapon and Knife Crime Policy and Guidance

The intention of this document is to support staff in managing pupils in possession of offensive weapons, or those suspected of possession.

Our responsibilities are set out in the United Nations Convention on the Rights of the Child.

*“Children have the right to be protected from being hurt and mistreated, physically or mentally. Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.”  
(Article 19)*

This Anti-Weapon/Knife Crime Guidance aims to-

- Outline expectations regarding pupil and parental engagement with regard to anti-weapon and knife crime.
- Provide procedural and operational with regard to weapon/knife crime within schools.
- Provide guidance for a multi-agency approach to reintegrating pupils following an incident of weapon/knife crime.

It is illegal to carry knives or other offensive weapons on and around School premises. We recognise that the presence of weapons, or items which could potentially be offensive weapons, in the School would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the educational purposes of the School. It is therefore the School Policy to forbid the possession, custody and use of weapons by unauthorised persons in, on, or around the School premises and during School activities.

These rules apply at all times except where an item, which could potentially be an offensive weapon, is issued to a student by a member of staff at the School or is required by the School for the purposes of teaching and learning, as necessary, for the delivery of the curriculum. Misuse of such items will be dealt with as though possession is not authorised.

For the purpose of this Policy and Guidance, a “weapon” is:

- a firearm of any description, including starting pistols, air guns and any type of replica or toy gun;
- knives, including all variations of bladed objects ie: pocket knives, craft knives, scissors etc;
- explosives, including fireworks, aerosol sprays, lighters, matches;

- laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use ie: the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Any student found to be in breach of the Policy shall be subject to action under our Behaviour Policy. This could mean fixed or permanent exclusion from the school. In some circumstances the police might also be contacted.

### **Pupil and Parent Awareness**

Parents and carers have a responsibility for ensuring that their child receives appropriate guidance, which should include educating them about the dangers of weapons. As well as stressing to young people that they should never carry a weapon, staff should urge parents to encourage their children to share information when they know someone else is carrying a weapon.

As part of the expectations of good behaviour issued, parents should receive information from their child's school, setting out the expectations of the school with regard to weapons/knives. It is the parent's responsibility to sign to acknowledge receipt and return it to school. It is important to emphasise that the success of the anti-weapon/knife strategy lies heavily on all adults modelling and presenting the appropriate messages and behaviours.

Staff should provide appropriate learning resources and opportunities to support pupils to develop an awareness of the consequences of weapon use and possession, as well as resilience and confidence building regarding the reporting of weapon possession. This should be facilitated through a variety of strategies including PSHE and other mechanisms. Programmes should also include information around what constitutes a weapon and how many everyday objects can become weapons.

### **Bullying**

We have an Anti-Bullying Policy which is regularly reviewed to reflect local and national guidance and support the development and resilience of pupils.

### **Managing incidents**

- Staff should remain calm and act as naturally as possible while observing and assessing the threat.
- Assistance should be sought when safe to do so and staff should ensure they do not place themselves or others at greater risk.
- Staff should not attempt to investigate any of the circumstances surrounding the incident. Only the Senior Lead in charge or his/her representative should question a pupil who has been, or is suspected of being, in possession of a weapon.
- Emergency Services should be notified immediately if someone is injured.
- All members of the school's Senior Management Team should be notified immediately.

- Where a pupil is suspected of carrying a weapon, the Executive Headteacher/ Assistant Headteacher or their representative, should explicitly ask the pupil if they are carrying such a weapon and advise that contact should be made with the Police.
- Should the pupil acknowledge they have possession of a weapon, they should be asked to relinquish it. If the weapon is relinquished, school should secure it and make contact with the Police.
- Should the pupil deny carrying a weapon, or not relinquish it, and there remains cause for concern, contact should be made with the Police. **Under no circumstances should staff search a pupil.** The decision whether to **call 101 or 999** should be made by assessing the immediate level of risk presented in each individual situation.
- Every incident should be recorded by the school using CPOMS following an allegation or incident. As appropriate, a placement assessment should be carried out.
- Advice and guidance should be sought from the Local Authority with regard to notifying parents and any external information requests.

### Post Incident

- The School Senior Management Team should meet to discuss appropriate dissemination of information regarding the incident and any on-going risks to the wider staff team. Information should be shared on a 'need to know' basis and should reflect the level of seriousness of the incident. Contact should be made with a Local Authority Education Officer for advice and guidance if necessary.
- A multi-agency Risk Management meeting should be convened as soon as is practicable and chaired by the Executive Headteacher, or his/her representative, prior to the pupil's reintegration to school. The school should ensure the following staff are always invited to the meeting-
  - a. Executive Headteacher
  - b. Headteacher and / or Assistant Headteacher
  - c. Education Officer or representative
  - d. Police
  - e. Social Work
  - f. School Nurse

Other relevant professionals can be invited as appropriate.

2. The Risk Management meeting should be used to discuss the needs of the pupil, consider any risk presented by his/her presence in school and formulate a plan for reintegration. Appendix 3 should be used as the basis for risk assessments to be undertaken for individuals who have previously been in possession of weapons in school.
3. A review Risk Management Plan/Safe Plan meeting should be held within six weeks, depending on the level of risk.

Flow Charts depicting the procedures are at Appendix 4

## Appendix 1

### Guidelines

1. If teachers or staff are in receipt of information which indicates, or suggests that a pupil is in possession within school grounds of a knife, sharply bladed weapon, or other weapon, then the Police should be contacted at the earliest opportunity. Professional judgement should be used by staff as to whether a 999 call is required.
2. Police officers should attend and deal with the incident at the level of resolution deemed appropriate. This is aimed at ensuring the safety of both the named child, other children present within the school, and all teachers and staff.
3. Teachers and staff may believe that they can defuse a violent situation or engage with a child whom they have a strong relationship with and persuade them to hand over a weapon or knife, and in most cases experience has shown that this is the case. However the purpose of this guidance is to mitigate occasions where such a situation deteriorates quickly, placing both the child and teacher or staff at risk. It is our recommendation that in such instances the Police are notified immediately. Teachers and staff have no personal protective equipment, no training, and no statute powers available to them to deal with such situations. (Please see statutory information at the end of this section relating to powers of search and definition of weapon).
4. Police officers should take cognisance of all information presented to them by the school involved and should ensure as a matter of course that full details of the incident are accurately recorded and shared with partner agencies who are involved in all child protection matters.
5. If a child is found in possession of a knife or weapon within school grounds then the following actions may be undertaken after police involvement;
  - Crime report raised, and child charged with offence libelled ( if deemed criminal )
  - Intelligence report submitted
  - Contact with the child's family is key and they would be involved at the earliest opportunity
  - The information may be shared with all partner agencies involved in child protection including Social Work, and the Family GP.
  - Care plan requirements should be discussed and put in place if necessary, relating to the child, their home, and the school itself.
6. When the safety of the child, teachers and staff has been ensured the school can return to normality. Plans can put in place to reinforce the educational message about the dangers of carrying knives and weapons eg. No Knives, Better Lives input, police officers providing support to teachers with classroom inputs etc.

An offensive weapon is any article made or adapted for the use of causing injury to a person, or intended by the person having the article, for use for causing injury to a person by -

- 1) the person having it or
- 2) some other person

**Appendix 2: Notification of Weapons in School Form**

School:	Contact Person:	Designation:
Tel:	Email:	
Date of Incident:	Location of incident:	
<b>Pupil's Details</b>		
Name:	D.O.B:	Year group:
Address:	Is the pupil known to Social Work? Yes <input type="checkbox"/> No <input type="checkbox"/>	CP register <input type="checkbox"/> Compulsory Supervision Order <input type="checkbox"/> Voluntary <input type="checkbox"/>
<b>Details of the incident</b>		

<p>How was the incident raised?</p> <p>Pupil self-disclosed <input type="checkbox"/></p> <p>Reported by another pupil <input type="checkbox"/></p> <p>Weapon seen by staff <input type="checkbox"/></p> <p>Active incident <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	<p>Was anyone injured in the incident?</p> <p>Pupil with weapon <input type="checkbox"/></p> <p>Other pupil <input type="checkbox"/></p> <p>Teaching staff <input type="checkbox"/></p> <p>Other staff <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	
<p>Provide detail of other:</p>	<p>Provide detail of other:</p>	
<p>Provide brief synopsis of the incident including information of those involved:</p>		
<p>Provide detail of those injured including the injuries sustained and treatment given/response:</p>		
<p>What immediate action has been taken to safeguard pupils, staff and school users?</p>		
<p>How were the Police informed?</p> <p>999 <input type="checkbox"/></p> <p>101 <input type="checkbox"/></p> <p>Problem Solving Team <input type="checkbox"/></p>	<p>Provide brief information regarding the Police's response:</p>	
<p>Person completing this form:</p>	<p>Designation:</p>	<p>Date:</p>

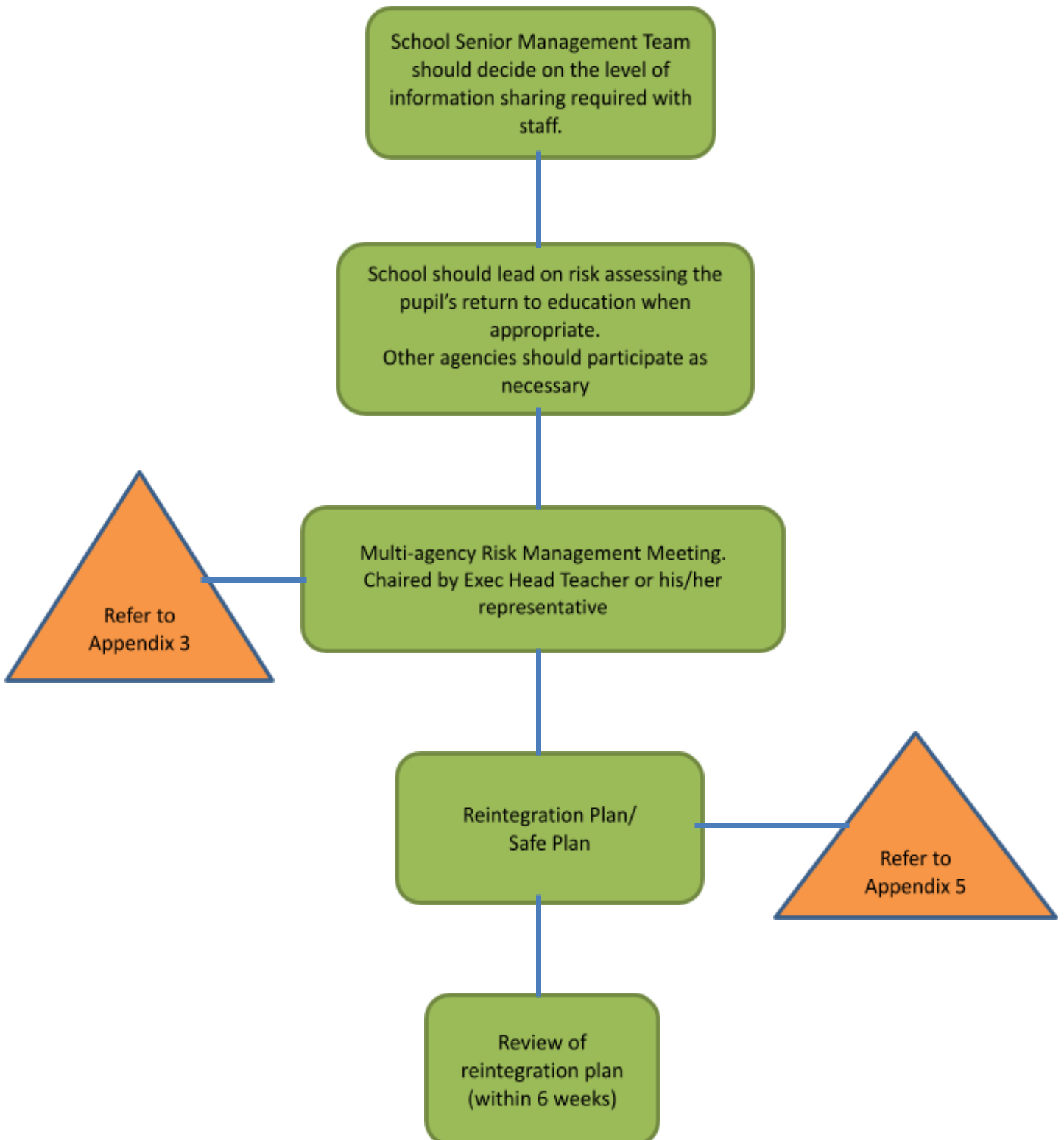
Flow Charts

Appendix 3

Dealing with an incident



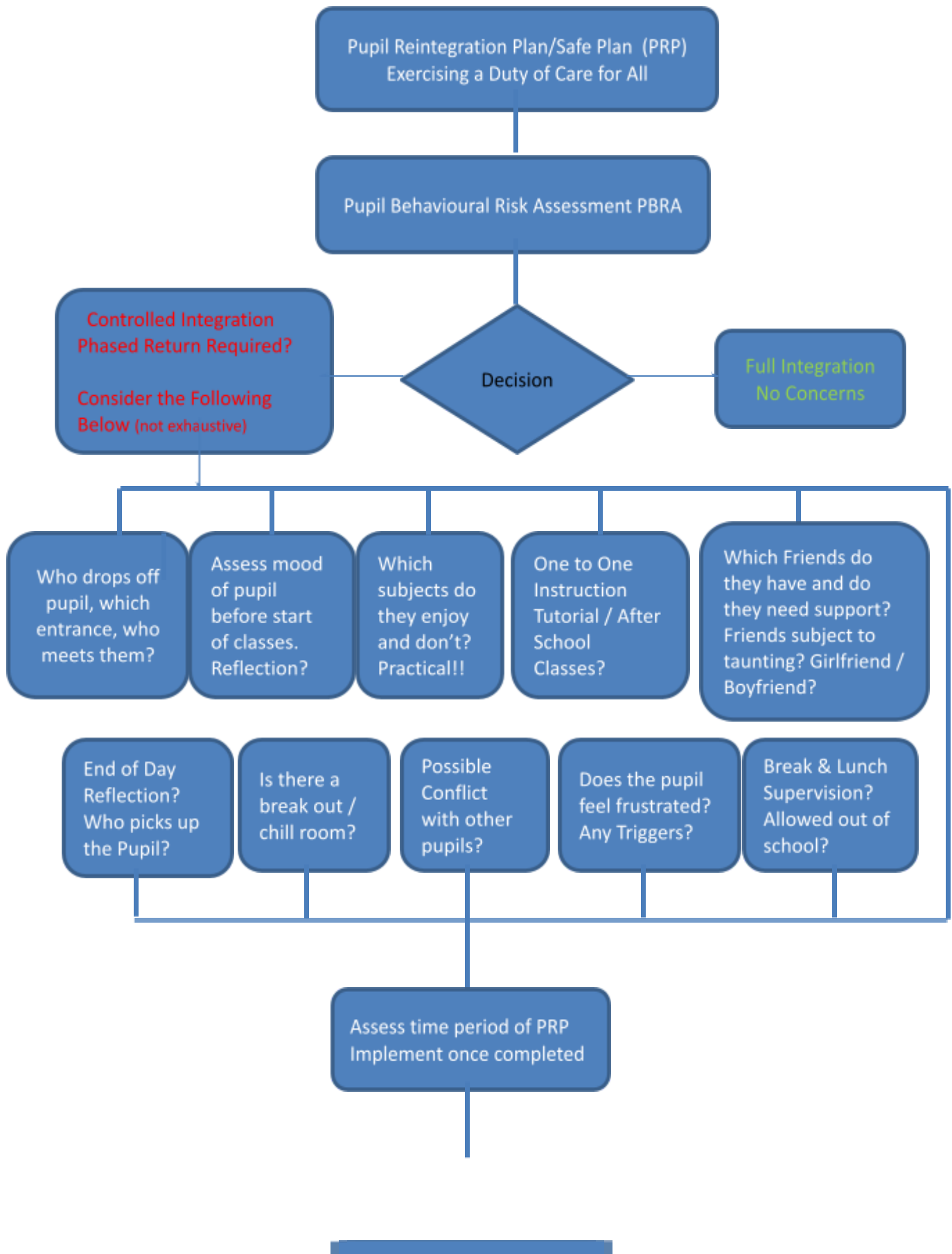
## Post Incident and Reintegration of Pupil





Appendix 4

Post Incident & Reintegration of Pupil (cont')



## Appendix 5

### Important Contact Details

#### Telephone Numbers

Police:

Emergency 999

Non-emergency 101