

# PHOENIX COLLEGE



# OFFENSIVE WEAPONS POLICY

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## **Dealing With Offensive Weapons and Knives Policy**

### **Department Risk Assessment**

#### **All departments must have:**

- Risk assessments in relation to ensuring safe working practice in teaching areas in accordance with student's statements.
- Secure areas for all items that may be construed as weaponry such as knives, scissors, hand tools etc.
- Shadow boards or alternative arrangements to ensure that all items are checked in and out at the start and end of lessons.
- An up to date inventory of all resources.

### **Incident Procedures**

- If all items that may be considered weapons are not accounted for at the end of the lesson, SLT must be contacted and all students must remain in the teaching area until the missing item is located.
- In the event of a student accessing an item that can be identified as a weapon (knives, scissors, scalpel etc.) and using it in a threatening manner the following procedures must be observed:
  - Alert SLT and other staff- attention must be raised to the staff
  - All students and staff in the teaching area under threat must exit the area as safely as possible leaving the student isolated and contained within that area.
  - The student must be contained in the teaching area by securing all exits.
  - The student must be monitored to ensure that he is safe and unharmed.
  - The SLT will assess the situation and decide on appropriate action to attempt to de-escalate the situation and/or call the Police.

### **Action following a serious incident involving a weapon**

#### **Staff**

- To preserve relevant evidence, the identified weapon should be bagged, tagged and sealed by a member of the SLT.
- Staff involved in a serious incident involving assault or the threat of assault will be removed from responsibilities for reflection and support.
- The decision to resume duties will be discussed with the SLT.
- Counselling support will be sought by the SLT subject to the circumstances of the incident.
- The decision to involve the Police for prosecution following a serious incident involving a weapon is the prerogative of all staff involved. This cannot be undertaken by the SLT on their behalf. A clear, detailed and accurate write up of the incident by all members of staff involved must be undertaken at the earliest convenience.
- All incidents involving a weapon will be reported to the Police by the SLT in accordance with the law.

#### **Students**

- Students witnessing a serious incident involving a weapon will be removed from lessons for reflection and support with a designated member of staff (SLT, Key Worker etc.).
- Re-engagement in learning will be determined by the designated member of staff in consultation with the SLT.
- Parents/Carers will be contacted by the SLT to discuss the incident and to agree follow- up action

### **Consequences for students using weapons in school to endanger others**

- The consequence for the student using a weapon to threaten or assault a member(s) of staff or student(s) will be determined by the SLT in consultation with staff, governors and any other professional agencies, as appropriate, following a detailed investigation and review of the incident.
- The student will receive fixed term exclusion for creating weapons. The student may face a permanent exclusion depending on what the investigation report states in line with working with the Police for consultation.
- The College will go through with any criminal proceedings if police are called to the school for threat or use of a weapon on staff and/ or students. Whilst an ongoing police investigation is taking place the student will not be allowed back at Phoenix College so that staff and students are protected from intimidation of witnesses.