



# Charles Darwin School

## Management of Weapon Related Incidents

### **Persons Responsible:**

**Governors: Full Governing Body**

**SLT: Mrs Louise Rees**

### **Formally approved by the Ethos Committee**

Readopted:	10 May 2010
Reviewed and re-adopted:	21 November 2011
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Reviewed and readopted	3 February 2020
Reviewed and readopted	September 2022

The school policy on the Management of Weapon Related Incidents forms part of the school's Behaviour Policy and should be read in conjunction with this and the school's Safeguarding and Child Protection Policy.

Further guidance can be found in the Dfe's document "Searching, Screening and Confiscation – advice for schools July 2022".

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## **PART 1: Guidance in the management of weapon related incidents at Charles Darwin School**

It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around school. This includes travel to and from Charles Darwin School.

### **1. GENERAL PRINCIPLES**

- 1.1. The Headteacher of the school is responsible for ensuring that all staff, including those who s/he has authorised to have charge of pupils, are made aware of the school's policy on the Management of Weapon Related incidents.
- 1.2. Headteachers **MUST**, under the Management of Health and Safety at Work Regulations 1999, undertake a risk assessment. This should outline hazards and risks that exist and controls that are/need to be in place to eliminate or reduce the risks and ensure the health, safety and welfare of employees and others.

### **2. SUPPORT FOR PUPILS AND STAFF**

- 2.1. The Local authority and schools should share responsibility for ensuring that pupils and staff are suitably supported following incidents involving weapons. Appropriate advice or information about any likely resulting processes or consequences following an incident should be offered to all parties.
- 2.2. Some pupils or staff may benefit from additional time or opportunities to discuss records or be de-briefed about an incident. Opportunities for appropriate counselling from within or outside of the school may be of additional benefit.
- 2.3. Should a situation arise, which may involve a weapon and immediate arrest is necessary, call 999. The Youth Police Team should also be notified 0208 284 8847/56. The Critical Incident file must be referred to. It is held in the office of the personnel and administration manager at the front of the school. The file is in the Critical Incident Box with the school's Youth Police Team contact details on the lid.
- 2.4. **In an emergency - always ring 999.**
- 2.5. In the event of an incident, should the child be known to the school, the school should immediately contact the parent or carer of the child in order for them to attend at the school. If there is likely to be an unreasonable delay and the Police Officer has made the decision to arrest the child, they should be informed that the child is to be arrested and which Police Station s/he is to be taken to. If a parent or carer is unavailable, the school will ensure that an appropriate adult accompanies the child to the Police Station.
- 2.6. The school will advise the Youth Police Team Liaison Department of any further details as they occur; a follow-up visit may be undertaken by the School's Youth Police Officers and advice given to both the parents and the child.
- 2.7. Should the alleged/perpetrator not be known to the school, the school should immediately contact the Police on 999 for assistance and appropriate action.

## **PART 2: GATHERING EVIDENCE**

### **3. WRITTEN EVIDENCE**

- 3.1. The Police and Criminal Evidence Act provides guidance and directions to Police Officers when questioning juvenile suspects or obtaining evidence. Headteachers, however, are not expected to be aware of those directions contained in the Act or within its Codes of Practice.
- 3.2. The following hints may be found to be of assistance:
  - 3.2.1. A third person who is independent of the investigation, normally a member of staff, should be present throughout any interview with a child suspected of possessing a knife or firearm on school premises.
  - 3.2.2. A written note should normally be made of any questions asked and answers given. Where this is not possible, a summary of what was said should be made as soon as possible after the interview. This should be signed and dated. It is unlikely that any such notes will be used in evidence but these must be disclosed to the Crown Prosecution Service should the child subsequently be prosecuted.
  - 3.2.3. The original note should be handed to Police and a photocopy retained by the headteacher for use in any subsequent disciplinary proceedings.
  - 3.2.4. Police called to an incident where the Headteacher has started an investigation will begin their investigation as if this had not occurred.
- 3.3. Police will require a written statement from:
  - 3.3.1. the teacher or other person finding the weapon and
  - 3.3.2. the person interviewing the child (within this statement may be included the details of what the child said).
- 3.4. Incident Report Form is included in Appendix 1

### **4. RECOMMENDED PROCEDURES**

- 4.1. Any searching of pupils and confiscation should be conducted with regard to the latest Dfe guidance (July 2022)
- 4.2. All incidents in schools are normally reported to the Headteacher or senior members of staff who will instigate the appropriate action in line with the current Behaviour Management Policy.
- 4.3. Each incident should be considered on its merits.
- 4.4. All action by members of staff in relation to weapons incidents should be witnessed.
- 4.5. Consider separating the pupil(s) from the rest of the school and each other.
- 4.6. Consider obtaining a witness in support of both the teacher dealing with the incident and the pupil, i.e. one adult not involved in the initial incident per pupil.
- 4.7. In pairs consider searching desks and lockers. To search a pupil 2 members of staff (at least one identified as an Authorised Person – see Behaviour Policy) should be present and, consent should be given by that pupil. If it is refused, explain to him/her that the school may call the Police to carry out the search. However, it should be noted that the

Education Bill January 2011 gave power to headteachers to screen and search pupils for prohibited items. This may involve the use of a screening wand. This includes an article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to property. This includes knives, other weapons or replicas, tobacco or fireworks. The headteacher may use these powers if deemed necessary.

- 4.8. School staff are not allowed to carry out strip searches, including the headteacher and authorised staff. Only police who have been asked to come to the school may decide whether a search is necessary and carry it out. (See Behaviour Policy 2022 Section 6). In this situation, it is essential that an 'Appropriate Adult' is present.
- 4.9. Any search should be carried out with two adults present, one of which should be a senior member of staff. However, if the person carrying out the search reasonably believes there is a risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency, and in the time available it is not reasonably practical for the search to be carried out by a person of the same sex as the pupil or in the presence of another member of staff, then a search can still be carried out.
- 4.10. Be extremely careful: weapons **SHOULD ALWAYS** be treated carefully, even when the pupil or member of staff believes it to be safe.
- 4.11. All weapons are always treated by Police as being dangerous until they have been proved as otherwise by a current, specially trained Police Weapons Officer.
- 4.12. Any necessary handling must be kept to an absolute minimum. The weapons should be secured in the weapons tube held in the Critical Incident Box. This can be found in the front of the school in the office of the personnel and administration manager. The tube should then be locked in a safe or cabinet until Police attend.
- 4.13. If possible, take a photograph of the weapon next to a ruler for evidence in school before it is released to the police.
- 4.14. In all incidents, the school should contact the parent or legal guardian.
- 4.15. Should an incident occur, the school may wish to review its relevant policies.

## 5. CONTACT LIST

### **For all Bromley Police Stations:**

#### **Bromley Police Station**

High Street

Bromley

Kent, BR1 1ER

Tel: 101

Open: Mon-Sun 24 hours daily

#### **Biggin Hill Safer Neighbourhood Team**

Biggin Hill Police Office

192 Main Road

Biggin Hill

Kent, TN16 3BB

Tel: 0208 721 2820

Email: [bigginhill.snt@met.police.uk](mailto:bigginhill.snt@met.police.uk)

**Darwin Safer Neighbourhood Team**

Biggin Hill Police Office

192 Main Road

Biggin Hill

Kent, TN16 3BB

Tel: 0208 721 2603

Email: [darwin.snt@met.police.uk](mailto:darwin.snt@met.police.uk)

Open: Wednesday 3:00pm – 4:00 pm

Thursday 3:00pm – 4:00 pm

Sat 2:00pm – 3:00pm



## WEAPON RELATED INCIDENT REPORT FORM

This form should be completed as fully as possible.

A member of staff should complete the form for an incident involving or witnessed by a pupil.

[Please write as clearly as possible and use continuation sheet(s) if necessary.]

Date of incident

week



### I. MEMBER OF STAFF REPORTING INCIDENT

Name

Position

Address (if different from school address)

### 2. PERSONAL DETAILS OF PERSON ASSAULTED/VERBALLY ABUSED/THREATENED (if applicable)

Name

Age

Sex

Work Address (if different from school address)/Home Address (if pupil)

Job/Position (if member of staff)

Dept/Section/class

### 3. DETAILS OF TRESPASSER(S)/ASSAILANT(S) (if known)

(Please give details)

**4. WITNESS(ES)** (if any)

**Witness 1**

Name

Age  Sex

**Other Information**

**Witness 2**

Name

Age  Sex

**Other Information**

**Relationship between member of staff/pupil and trespasser/assailant** (if any)

**5. DETAILS OF INCIDENT**

(a) **Type of incident** (if assault, give details of any injury suffered, treatment received, etc.)

(b) **Location of incident** (attach a sketch if appropriate)

(c) **Had any measures been taken to prevent an incident of this type occurring? If so, what?**

**Could they be improved? If yes, please give brief details**

(d) **If no measures had been taken beforehand, could action now be taken? If so, what?**

(e) **Any other relevant information?**

Signed  Date

**Original copy to be forwarded to Police (if appropriate), otherwise retained by school.  
Additional copy to be forwarded to Head of Behaviour Service, Children and Young People Department**