



Earlston High School

Dealing with offensive weapons and knives

At Earlston High School pupils under no circumstances can carry weapons, knives or folding pocket knives.

Should any member of staff be concerned that a pupil may be in possession of an offensive weapon they should:

1. Inform Mr Sinclair immediately, if he is out of school, contact a member of the Senior Leadership Team.
2. Staff should not try to deal with the situation alone.

The Headteacher and other members of the senior leadership team will then follow the SLT procedures regarding Dealing with offensive weapons and knives.

SLT - Procedures

1. Assess the immediate facts and assess risk.
2. If you are concerned that the pupil has an offensive weapon or knife call the Community Based Police Officer/101 immediately.
3. Ask the pupil to accompany you to the HT/DHTs room – ensure that you are accompanied by another member of staff.
4. In obtaining the pupil's consent ask them if the allegation is true and place the object in a locked drawer and await the police. The pupil should remain in the DHT/HT office.
5. The pupil will then be excluded from the school. The Headteacher will then in partnership with SBC and the Police determine the risk of readmission and put appropriate measures in place.

Pending the production of policy by Scottish Borders Council, EHS will use the templates and procedures issued by East Dunbartonshire Council in conjunction with Policy Scotland 2017.



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ANTI-WEAPON/ KNIFE CRIME in SCHOOLS GUIDANCE



1.0 Rationale

Following the tragic event at Cults Academy, Aberdeen on 28th October 2015, an independent multi-agency review was commissioned. The review identified 20 recommendations to be actioned.

This document was created to provide guidance to schools and their communities, and ensure recommendations from the review are implemented as appropriate to schools in East Dunbartonshire Council. Its intention is to support staff in managing pupils in possession of offensive weapons, or those suspected of possession. It should be noted that separate guidance is in place for supporting pupils who have implements or weapons with intent to self-harm.

2.0 Legislation

2.1 Criminal Law (Consolidation) (Scotland) Act 1995.

Any person who, without lawful authority or reasonable excuse, as with him/her in a public place, any offensive weapon, commits an offence.

2.2 Children's Rights

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)

2.3 Police Scotland

Police covering the locality of East Dunbartonshire, GJ Division Police Scotland, have agreed a Memorandum of Understanding with East Dunbartonshire Council in relation to weapons in schools (Appendix 1). This agreement is reflected within this document.

3.0 Aims

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 guidance to all East Dunbartonshire Council schools 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.

4.0 Guidance

4.1 Pupil and Parent Awareness

Schools should include a statement in their handbook regarding the expectations of pupil behaviour and the support of parents in ensuring co-operation. 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, schools 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 modeling and presenting the appropriate messages and behaviours.

Schools 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 assemblies, Personal & Social Education classes and other mechanisms. Programmes should also include information around what constitutes a weapon and how many everyday objects can become weapons.

Schools should seek advice from the Education Service with regard to suitable programmes which support understanding of issues around weapons in schools and the wider community. In addition there is the opportunity to work collaboratively with Police Scotland to develop and deliver training at appropriate stages of school.

All schools should make use of stakeholder forums and Pupil Councils to encourage and develop safe processes to enable pupils to share their knowledge of weapons with teachers.

4.2 Bullying

All schools have anti-bullying policies that reflect the guidance of Respect Me. Policies must be regularly reviewed to ensure they continue to reflect local and national guidance and support the development of resilience of pupils.

5.0 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 Head Teacher 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 Head Teacher or their representative, should explicitly ask the pupil if they are carrying such a weapon and advise that contact should be made with Police Scotland.
- 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 await response from Police Scotland's local problem solving team. See Appendix 6 for contact details.
- Should the pupil deny carrying a weapon, or not relinquish it, and there remains cause for concern, contact should be made with Police Scotland. **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. Further information can be found in the Police Scotland Memorandum of Understanding at **Appendix 1**
- Every incident should be recorded by the school using Pastoral Notes following an allegation or incident. As appropriate, a Wellbeing assessment should be carried out and consideration given to the benefits of referring the pupil to the Pupil Support Group.
- Advice and guidance should be sought from the Chief Education Officer and Corporate Communication Officer with regard to notifying parents and any external information requests.
- The 'Notification of Weapons in School' form (Appendix 2) should be completed and copies sent to-
 - a. Police Scotland's local 'problem solving teams'
 - b. The Chief Education Officer

5.1 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 an 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 Head Teacher, 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-
 - c. Head Teacher
 - d. Depute Head Teacher/ Year Head
 - e. Guidance Teacher
 - f. Education Officer or representative
 - g. Police Scotland via the Police Concern Hub
 - h. Social Work
 - i. 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

Memorandum of Understanding (MOU) between GJ Sub Division Police Scotland, and East Dunbartonshire Council

This MOU relates to the recovery of knives or sharply bladed / pointed articles, or offensive weapons from within school premises.

The purpose of this MOU is to provide all staff members within any educational facility in the East Dunbartonshire Area with guidance regarding the recovery of knives or weapons found within school grounds. This report should take into consideration the 21 recommendations from the independent review of the circumstances that led to the death of Bailey Gwynne, as reported by the Convention of Scottish Local Authorities (COSLA). It is understood that there are some recommendations in that report which are specific only to Aberdeen City Council.

The protection of all children within any educational facility, and indeed outwith school grounds, is recognised by Police Scotland and East Dunbartonshire Council as being of paramount importance. The tragic event which took place at Cults Academy on the 25th of October 2015 has highlighted the need for clear and concise guidelines relating to the recovery of knives and weapons within school grounds and should be made available to all teachers and staff.

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 Police Scotland should be contacted at the earliest opportunity. Professional judgement should be used by staff as to whether a 999 call is required.
2. Police Scotland 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 Police Scotland 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 Scotland 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 labelled (if deemed criminal)
 - Vulnerable Persons Database form submitted
 - 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, The Children's Reporter, 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.

Section 49A of the Criminal Law Consolidation (Scotland) Act 1995 states that it is an offence for any person to have an article with a blade or point (or offensive weapon) on school premises. There is a statutory defence for any person charged with this offence to show that they had a reasonable excuse or lawful authority for having the article or weapon with him/her on the premises in question (such as work purposes, educational purposes, religious reasons, or part of any national costume).

Section 49B of the Criminal Law Consolidation (Scotland) Act 1995 states that a constable may enter school premises and search those premises, and any person on those premises, for any article to which section 49 of this Act applies (a knife), or any offensive weapon within the meaning of section 47 of this Act, if he has reasonable grounds for suspecting that an offence under section 49A of this Act is being, or has been committed.

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



Name of Pupil: _____ School: _____ Class: _____ Date of incident: _____

This form should be used once a pupil has been identified as requiring a PBRA, this form should only be used in conjunction with other support measures following an incident. This form should be completed by designated staff, Pupil Support, Guidance, SMT and other senior authorised personnel.

How to use this form: Following an incident and if deemed necessary, a PBRA would be completed to identify likely triggers which supports the pupil, staff and whole school community to reduce a recurrence. Go through each section and complete, once completed, a pupil profile form can be used to implement any or additional control measures.

What was Pupil referred for?		Name of Person completing the Assessment? Date: Review Date:	
<input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Weapon <input type="checkbox"/> Other		Name:	
Frequency / Potential for the incident to reoccur (Please Tick)		Who may be affected by the risk of an incident reoccurring?	
<input type="checkbox"/> Every Period <input type="checkbox"/> Breaks / Lunch <input type="checkbox"/> Certain Subjects / Environments <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Constant <input type="checkbox"/> Infrequent		<input type="checkbox"/> Classmates <input type="checkbox"/> Staff <input type="checkbox"/> Vulnerable Pupils <input type="checkbox"/> Members of the Public <input type="checkbox"/> School's Reputation <input type="checkbox"/> Family's Reputation <input type="checkbox"/> Other	
What are the Potential Triggers		Designation:	
<input type="checkbox"/> Frustration <input type="checkbox"/> Provocation <input type="checkbox"/> Personality Clash, <input type="checkbox"/> Lack of medication <input type="checkbox"/> Relevant pre-existing medical conditions <input type="checkbox"/> Stress <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Allergic Reaction <input type="checkbox"/> Other Please State		<input type="checkbox"/> Friends <input type="checkbox"/> Domestic <input type="checkbox"/> Perceived Injustice <input type="checkbox"/> Attention Needing / Seeking <input type="checkbox"/> Change of Teacher / Support Staff Member <input type="checkbox"/> Sexual Awareness <input type="checkbox"/> Social Media / Texting / Sexting Messages	
What Happens? – What are the resulting		Actions / could be Behaviours?	
<input type="checkbox"/> Threatening <input type="checkbox"/> Shouting <input type="checkbox"/> Tantrum <input type="checkbox"/> Spitting <input type="checkbox"/> Punching <input type="checkbox"/> biting <input type="checkbox"/> Lunges <input type="checkbox"/> Throws Objects <input type="checkbox"/> Runs Away <input type="checkbox"/> Should Climb <input type="checkbox"/> Arson Risk <input type="checkbox"/> Refuse to obey Instructions <input type="checkbox"/> May Find a Weapon <input type="checkbox"/> May not tell the truth		<input type="checkbox"/> Kicking <input type="checkbox"/> Picks up Objects <input type="checkbox"/> Threatens <input type="checkbox"/> Can improvise items as weapons <input type="checkbox"/> Volatile <input type="checkbox"/> May Bully Others <input type="checkbox"/> May Damage Property <input type="checkbox"/> May Steal <input type="checkbox"/> Give False Allegations <input type="checkbox"/> Display Inappropriate Behaviour <input type="checkbox"/> Feel Anxious	
Have you / or need to contact or Agencies for further information or to share the findings?		Which Agency have you contacted?	
YES NO			
Please take the findings above to design a control plan or to implement any controls			
Comments		NG H&S Team Feb 2017	

Profile

Name of Pupil: _____ **School:** _____ **Class:** _____ **Date of Incident:** _____

Name of Person completing this Profile: _____ **Designation:** _____ **Date:** _____ **Date of review:** _____

This form should be completed once the Pupil Behavioural Risk Assessment Form has been completed and should allow you to identify if a Controlled Integration Phased Return is required and what control measures are needed.

How to use this form: From the information you completed in the PRBA, you should identify control measures which can hopefully reduce the likelihood of an incident recurring.

The Pupil was referred for what reason	Potential for incident to reoccur?	What can happen when those Triggers cannot be controlled?	Can those Triggers be controlled?	Control Measures for those affected?	Can additional control measures be considered?	Who should monitor these measures and how?	Other Observations / comments?	Actions?
EXAMPLE Physically Assaulting staff member	EXAMPLE Weekly – mainly in the mornings before break	EXAMPLE Pupil picks up objects and throws them at staff and can lunge and kick at others. Spits & Kicks Can attempt to runaway Refuse to obey Instructions Should send inappropriate messages via social networks	EXAMPLE Daily catch up. Pupil Learning Strategy is reviewed. Ensure no scissors are on display in-between practical lessons. Ensure pupil has medication or food before the start of class. Assess pupil for moods If pupil has to be removed from class – then a safe zone should be used. Main / Perimeter Gates are closed / Supervision in the playground.	EXAMPLE Staff given instruction on how to deal with pupils following a completed PBRA All staff are reminded to ensure objects are cleared away. Ensure pupil is supervised. Enhanced communication mediums to seek assistance. Pupil kept away from others as they may bully / intimidate venerable pupils. Teachers / support staff should be made aware of possible triggers.	EXAMPLE The ‘Chill Out / Break Out’ Room’ can be used for short durations. Parent / Guardian is easily contactable and can come to the school. Removal of Golden Time. Educational Psychologist / Social Work / Community Police can be called in. Pupil enjoys practical classes and outdoor lessons – Staff encouraged making use of outdoor learning if pupil is becoming distressed. Gates would need to be locked as a consequence	EXAMPLE Class Teacher should complete a daily diary of the pupil. Pupil Support / SMT should meet with the pupil before class and at end of day. Parent / Guardian should be updated regularly. Internal / External Agencies should be also updated. Pupil Support / SMT should re-evaluate the control measures	EXAMPLE May have to consider moving class to nearer front of school in order that a request for assistance can be dealt with quickly. Should monitor over the next two weeks. Staff member going on mat leave at Easter break! Class have swimming lessons for 6 weeks after Easter?	EXAMPLE Have monitored class over two weeks, Staff can get to class in under two minutes. Keeping the same support member of staff and have informed pupil of a new teacher.

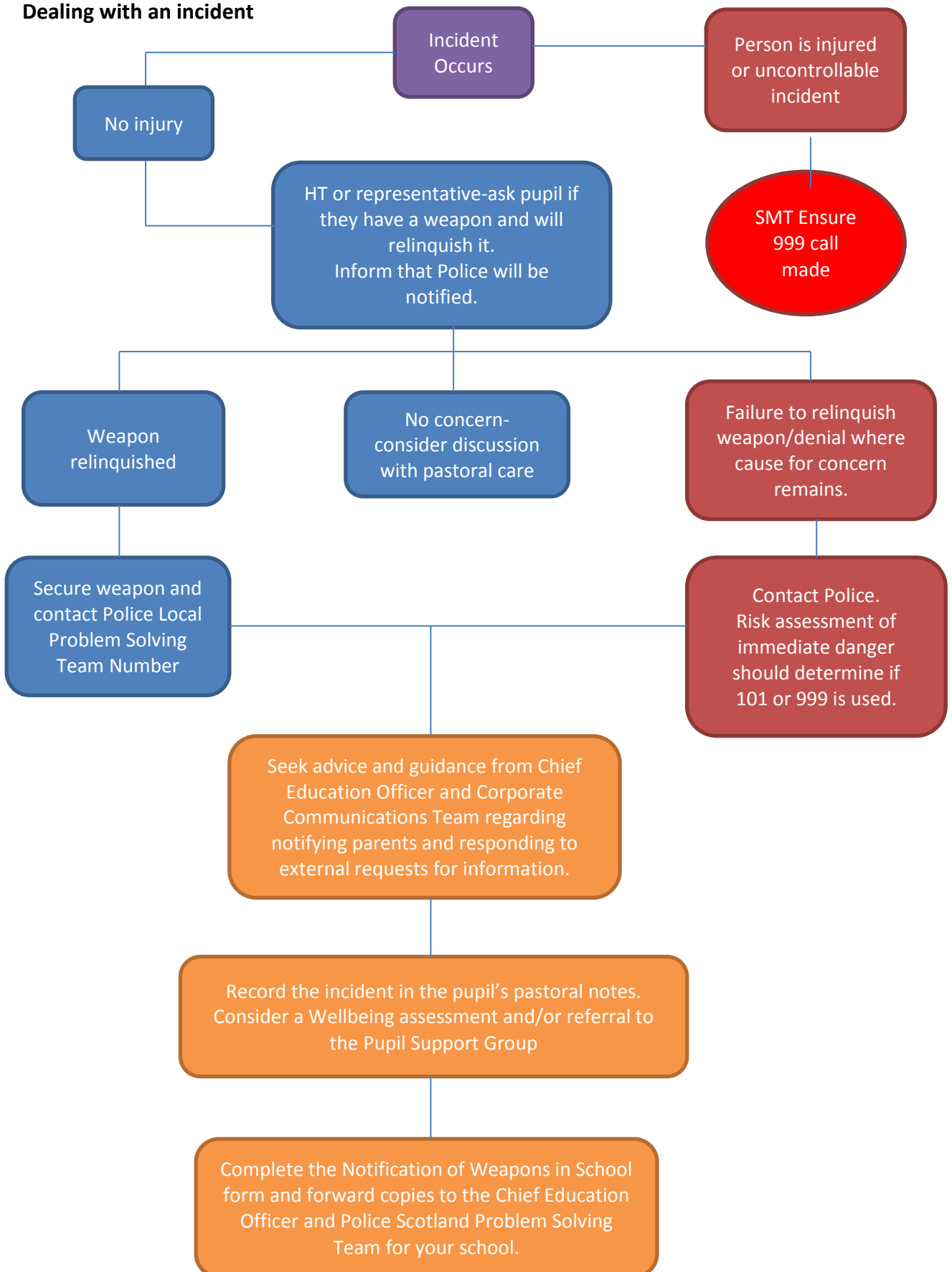
Confidential

Pupil Behavioural Risk Assessment
Profile

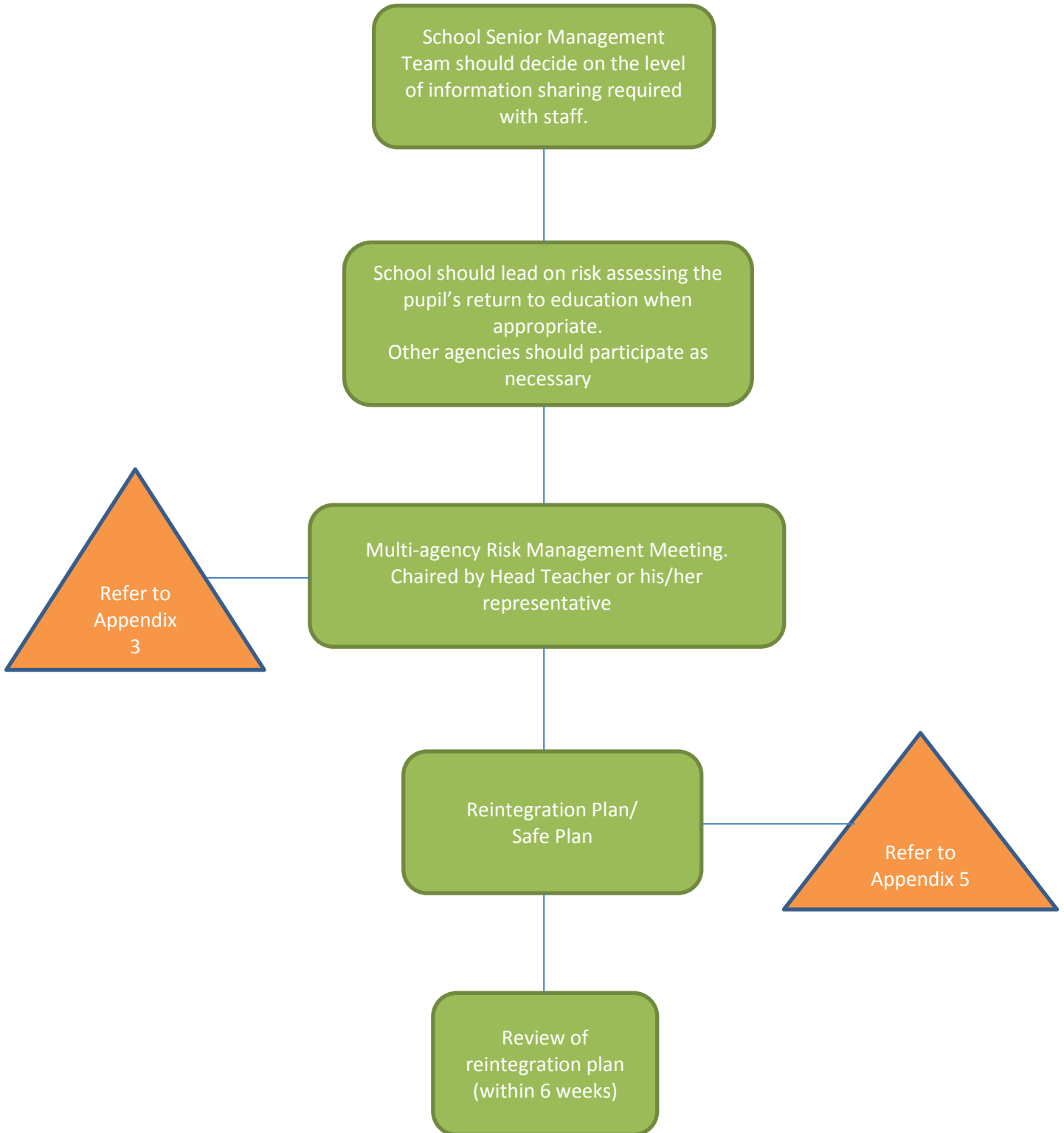
Flow Charts

Appendix 4

Dealing with an incident

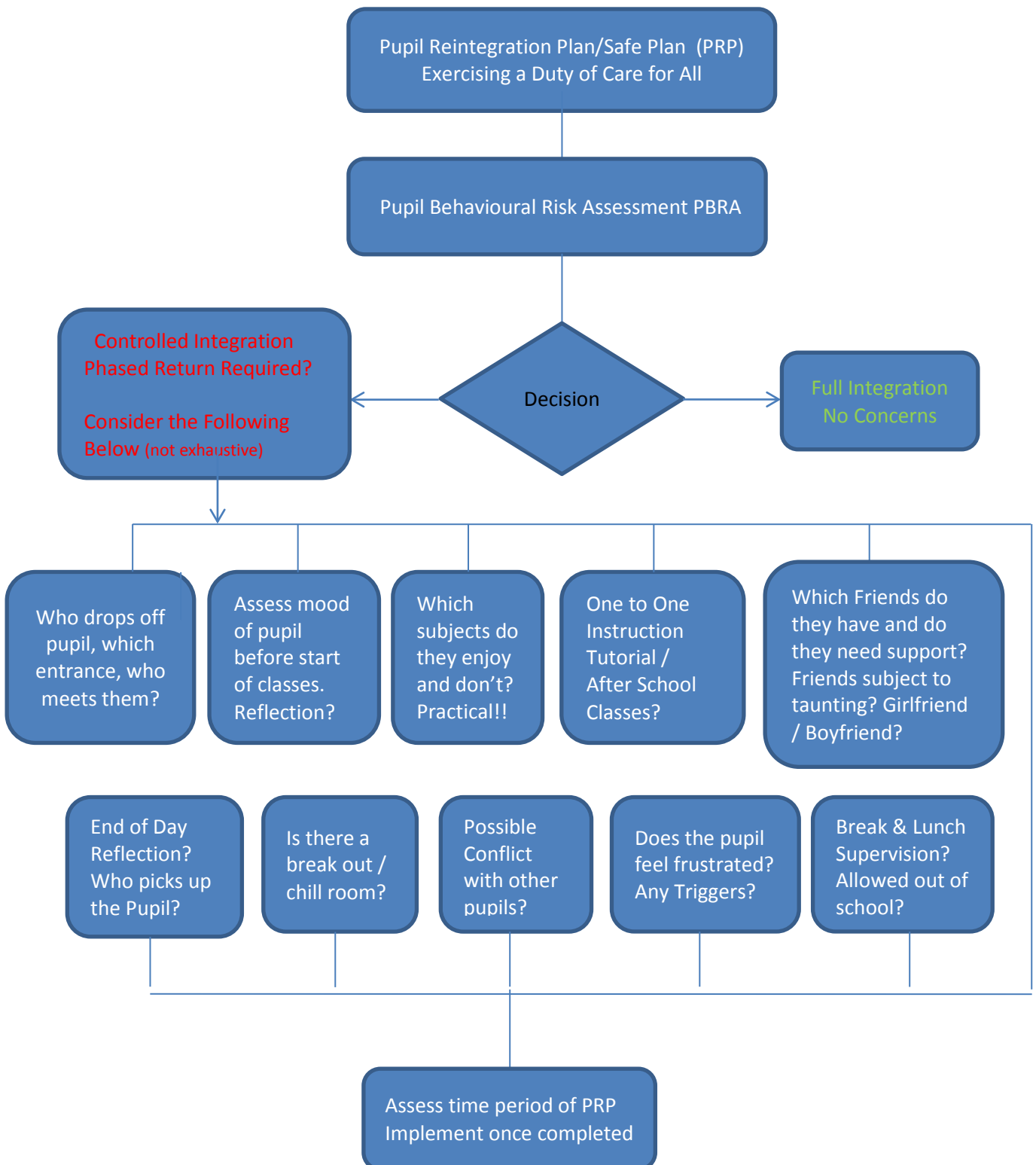


Post Incident and Reintegration of Pupil



Appendix 5

Post Incident & Reintegration of Pupil (cont')



Appendix 6

Important Contact Details

Telephone Numbers

Police Scotland:

Emergency 999

Non-emergency 101

Local Problem Solving Team- Bishopbriggs 0141 531 4031

Local Problem Solving Team- Milngavie 0141 207 5850

Police Concern Hub

Others:

Chief Education Officer

Communications Manager

Email addresses

Local Problem Solving Teams

Milngavie: GreaterGlasgowLPSTMilngavieGrp1@scotland.pnn.police.uk

Bishopbriggs: GreaterGlasgowLPSTBishopbriggsGrp2@scotland.pnn.police.uk

Police Concern Hub:

Chief Education Officer:

Local Problem Solving Team responsibility

Milngavie	Bishopbriggs
Douglas Academy	Turnbull High
Bearsden Academy	Bishopbriggs Academy
Boclair Academy	Lenzie Academy
St Ninians High	Kirkintilloch High School