



Whaplode (Church of England) Primary School
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Lincolnshire Children's Services Model Policy

Banned items in Lincolnshire Schools and Academies

CONTEXT

Lincolnshire Children's Services values the commitment of Headteachers and Governors in their work to provide a high quality, safe, stimulating and successful learning environment for all the pupils in their care. The LA have identified that there are differing responses between schools to incidents which involve the possession of prohibited or unauthorised items such as weapons. Indeed some schools operate a Zero Tolerance policy and others a more responsive policy with greater emphasis on safeguarding and restorative practice. The Local Authority seeks to address these anomalies and ensure that all Lincolnshire pupils experience a consistent and equitable approach regardless of their place of learning. The Local Authority strongly holds the view that each incident is unique and therefore necessitates an individual response and that **a permanent exclusion should not always be the automatic response to an incident involving prohibited or inappropriate items.**

Lincolnshire Children's Services takes seriously the obligation placed on schools and academies under Health and Safety Legislation for them to be managed in a way which does not expose pupil or staff members to unnecessary risks. Governing bodies of maintained schools have a duty under section 175 of the Education Act 2002 requiring them to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. The proprietors of Academies have a similar duty under paragraph 7 of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010. They must ensure that arrangements are made to safeguard and promote the welfare of pupils.

In fulfilling these responsibilities schools and Academies establish a raft of policies. These include the Behaviour Policy and a number of other policies which are linked together i.e. Drugs Policy, Anti-Bullying Policy, Health & Safety Policy, Uniform Policy and others.

All stakeholders will recognise that there is a broad range of items which if, brought into a school setting or, in the possession of a young person could compromise the health and safety of the individual pupil or other members of the school community, including students, staff or visitors to school. Working in partnership with Headteachers and Governing Bodies the LA have developed this model policy/appendix regarding such items to facilitate equitability across the county and to support school staff in managing an increasingly complex area of safeguarding concerns. The document is designed to be flexible in order that it can be further developed by individual Governing Bodies/Trust to provide for primary and secondary settings and to reflect a school/academy's own ethos and values.

BANNED ITEMS POLICY

(Alternatively this document could be incorporated into the schools own behaviour policy as an agreed appendix)

This is the approved Banned Items Policy for Whaplode Church of England Primary School

This policy has been drawn up in accordance with:

- DfE Guidance Screening, Searching and Confiscation Feb 2014
- DfE Behaviour and Discipline in Schools (Jan 16)
- DfE Guidance on Exclusion from Maintained Schools, Academies and Pupil Referral Units. 2012

This is the approved policy of Whaplode Church of England Primary School which has been produced using the Lincolnshire Children's Service Recommended Model.

Date of Approval by Governing Body 19th October 2016

Date of Review October 2018

This Policy should be read in conjunction with the School's published
Drugs Policy,
Behaviour Policy,
Safeguarding Policy,
Uniform Policy
Health and Safety Policy

All stakeholders will recognise that there is a broad range of items which if, brought into a school setting or, in the possession of a young person, could compromise the health and safety of the individual pupil, other members of the school community, including students, staff or visitors to the school/academy.

The Governing Body of Whaplode CofE Primary School has a duty under section 175 of the Education Act 2002 requiring them to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

PROHIBITED ITEMS

The 2014 DfE Screening Searching and Confiscation Advice is the foundation for this policy and it identifies prohibited items as:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any 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 to, or damage to the property of, any person (including the pupil).
- Head Teachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

(DfE Screening Searching Confiscation Advice - Key points)

For the purpose of this policy - The definition of 'Knife' in this document includes any bladed article including - craft knife, Stanley knife, Swiss Army knife, fishing knife, razors, kitchen knives etc. or any bladed item.

The term 'weapon' refers to any gun, including air rifles, BB gun, toy guns, pellet guns, crossbow, tasers, blow pipes, knuckledusters or any similar item and includes any item made for the purpose of assault or defence.

The above is not an exhaustive list and could include other bladed items or weapons not specified above. The policy is not constrained by the criminal definition of an offensive weapon but refers to **any item** which could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

For details of the response to, and management of, any incident involving any type of Drug/ Alcohol/tobacco/E-Cigarettes please refer to the schools own Drugs Policy dated 19th October 2016.

UNAUTHORISED ITEMS

In addition to the prohibited items identified above and detailed in the DfE Screening Searching and Confiscation Advice there are a number of other items which could cause harm, distress or injury to pupils or persons.

Or 'Adversely affect good order and discipline of the school community'

(DfE Behaviour and Discipline in Schools (Jan 16))

Whaplode Church of England Primary School Governing Body consider that the following items are inappropriate and should not be brought into school:-

Chains,

Catapults

Lighters, matches,

Tools (scissors, screwdriver, hammer, nails etc)

Pepper sprays and gas canisters,

Any item fashioned to cause injury i.e. a sharpened stick, shard of glass

Laser pens
Dangerous chemicals (acids, hair dyes, bleaches, nail varnish remover etc)
Aerosol (including deodorant and hair spray)
E cigarettes
Stink bombs
Solvents
Chewing gum
Energy drinks
Super Glue
Needles (Syringes if required for medical grounds should be kept in accordance with the pupils own care plan and the schools own drugs/medical policy)
Offensive material - pornographic, racist, homophobic, extremist material (in any medium) *Refer to school own social media policy*
Rope, cable ties

This is not an exhaustive list and the Headteacher may consider other items as inappropriate if they believe that the possession of the item is to cause harm, distress or injury to another.

INCIDENTS OUTSIDE OF SCHOOL

Lincolnshire Children's Services and Whaplode Church of England Primary School Governing Body consider that the above items are inappropriate and possession of such items in school, on the journey to and from school, on a school trip or any extra curriculum activity - on or off the school premises is unacceptable. The response to any pupil found with or believed to have possession of such items will be managed in accordance with this policy.

If it is a situation involving misuse of social media the Headteacher will refer to the schools own relevant policy for guidance.

PUBLICATION AND AWARENESS

This Policy will be actively promoted to parents, staff and students of Whaplode Church of England Primary School by the use of:

PHSE

School planners

School Website

Assemblies

Notice boards

Individual pupil plans

Annual reminder to Parents of the policy in a newsletter home

Induction processes for new admissions and with particular regard to midyear admissions.

The school maintains a robust and comprehensive risk management of all legitimate items held for the purpose of pupils education e.g. craft knives/scissors/kitchen equipment/science equipment/chemicals/tools etc as required for the school own teaching facilities. This includes classroom arrangements for maintaining a safe learning environment and for monitoring and checking items.

All dangerous chemicals and equipment held in school will be stored in accordance with the COSHH guidelines including those for educational purpose and for the routine maintenance and cleaning of the school premises.

CONSEQUENCES

(Governing Bodies will follow their own policies but should ensure that this is clearly and regularly shared with all members of the school community)

Lincolnshire Children's Services and Whaplode Church of England Primary School understand that students can make poor choices and that these choices may from time to time breach the above standards of expected behaviour, or a pupil may foolishly or unwittingly bring into school an inappropriate or prohibited item.

When considering the consequences of such an event the Headteacher or designated member of staff will thoroughly investigate the circumstances and if necessary the Head will exclude the pupil for a fixed term period whilst this process is underway. When reviewing the appropriate response the Headteacher will have regard to any likely consequences following from any breach including, safeguarding the student involved, impact on students, members of staff and the wider school community. In their deliberations the head teacher will review:

The specific item

Students awareness of the health and safety implications of the item in their possession

The students own statement

Motivation and intention

Any threats or intimidation made referring to or using the item

Any mitigating circumstance eg victim of bullying

Frequency/repeated breaches

Manipulation/duress of the student by others

Vulnerability of the pupil

Any SEND the pupil may experience

RESPONDING TO AN INCIDENT INVOLVING PROHIBITED OR UNAUTHORISED ITEMS

All Screening Searching or Confiscation will be carried out by designated staff representative of Whaplode Church of England Primary School and **in accordance with the DfE Screening Searching and Confiscations advice 2014.**

The item will be confiscated and locked securely in the school office

Take a photograph/photocopy of the confiscated item including a scale to illustrate the size.

Pupil will be removed to isolation and given the opportunity to make a statement concerning their reasons for having this item in school.

Parents will be contacted by telephone.

If necessary a fixed Term will be considered to give opportunity for the incident to be investigated by the head or a senior member of the school team including taking witness statements from other pupils and staff members.

The Headteacher will consider whether appropriate to inform the Police - for all incidents which involve the possession of a weapon the police will be informed.

In the event that the item has been used to intimidate, threaten or harm others the police will be informed.

SAFEGUARDING RESPONSE TO INCIDENT INVOLVING BANNED ITEMS.

The Headteacher will always consider their safeguarding responsibilities arising from the discovery of a banned item and will make referrals as appropriate.

If the incident is in relation to drugs the Headteacher will refer to the school/academy's drugs policy

If the item confiscated constitutes a safeguarding concern eg possession of pornographic material this **must** be reported in accordance with the school's own safeguarding arrangements.

If the item confiscated constitutes racist or extremist material schools will make a referral/reporting to appropriate agencies and establish internal interventions and support to address these concerns.

If the item confiscated was held for the purpose of self harm the school will make referrals to appropriate support agencies and make a safeguarding referral.

If the item confiscated was for the purpose of bravado or perceived self-protection school will make referrals to appropriate support agencies and establish internal school interventions and support.

School will always consider a multiagency approach to addressing wider needs including completing an Early Help Assessment with the family.

School will where appropriate make referrals to appropriate external support agencies.

CONSEQUENCES Following investigation the Head Teacher will consider an appropriate response which could include individually or a combination of:

Letter home

Family/school meeting

School based sanctions

- A period of internal isolation
- Amended timetable
- Restrictions on movement around school site
- Detentions
- Loss of privileges
- Short Fixed Term exclusion.
- Changing classes or teaching groups
- Restorative conversation
- Pastoral Support Plan
- Behaviour contract

- Referral to external support
- Managed Move
- Risk Assessment

Arrangements to minimise further breaches and to support the student's continuation in the school/academy.

PERMANENT EXCLUSION

DfE Guidance on Exclusion from Maintained Schools, Academies and Pupil Referral Units 2012 states that:

'Permanent exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's behaviour policy; **and** where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school'.

Before any decision to permanently exclude a student the HT will:-

- Thoroughly investigate the incident and take witness statements etc
- Refer to the school/academy behaviour policy and others policies as necessary
- Enable the student to make their own statement regarding the incident
- Consult with the LA pupil reintegration team
- Consider a referral for a restorative conversation
- Explore a Managed Move or Suspended Permanent Exclusion
- Complete a risk assessment to ascertain the impact of the pupil remaining in the school

For students with an Educational Health Care Plan/Statement of SEND or for LAC students the Headteacher will also contact the relevant team at Lincolnshire Children's Services.

Any decision to fixed term or permanently exclude a student will follow the process and procedures as required in the Exclusion from maintained school, academies and pupil referral Units 2012.

Date of review	Reviewed by	Changes made
19 th October 2016	Curriculum and Standards	New Lincolnshire County Council Policy