



The Boston Witham Academies Federation

Haven High Academy

Banned and Confiscated Items Policy

This policy has been drawn up in accordance with:

- DfE Guidance Screening, Searching and Confiscation (Feb, 2014)
- DfE Behaviour and Discipline in Schools (Jan, 2016)
- DfE Guidance on Exclusion from Maintained Schools, Academies and Pupil Referral Units. 2012

This is the approved policy of Haven High Academy which has been produced using the Lincolnshire Children's Service Recommended Model.

This Policy should be read in conjunction with the School's published:

- Drugs Policy
- Behaviour for Learning Policy
- Code of Conduct
- Safeguarding Children Policy
- Uniform Policy
- Health and Safety Policy
- ICT Acceptable Use 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 academy.

The Governing Body of Haven High Academy 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.

The Boston Witham Academies Federation has a duty under paragraph 7 of Schedule 1 to the Independent School Standards (England) Regulations 2010 to ensure that arrangements are made to safeguard and promote the welfare of students.

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 student).
- 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 Drugs Policy.

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)

Haven High Academy Governing Body/Boston Witham Academies Federation consider that the following items are inappropriate and should not be brought into the academy:-

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 academy's Drugs Policy)
Offensive material - pornographic, racist, homophobic, extremist material (in any medium) - 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.

In the case of a dangerous or illegal item being confiscated the police will be informed and asked for advice. Parents/carers will be informed of the action taken and the confiscated item will be stored securely and depending on police advice either destroyed or taken away by the police.

INCIDENTS OUTSIDE OF SCHOOL

LSCB and Haven High Academy's Governing Body/Boston Witham Academies Federation consider that the above items are inappropriate and possession of such items in the academy, on the journey to and from the academy, on a school trip or any extra curriculum activity - on or off the academy's premises - is unacceptable. The response to any student found with or believed to have possession of such items will be managed in accordance with this policy.

PUBLICATION AND AWARENESS

This Policy will be actively promoted to parents, staff and students of Haven High Academy by the use of:

PHSE
School Website
Assemblies
Notice boards
Pastoral Support Plans
Induction processes for new admissions and with particular regard to midyear admissions.

The academy maintains a robust and comprehensive risk management of all legitimate items held for the purpose of students' 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

LSCB and Haven High Academy 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 student 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 issue an internal exclusion or exclude the student 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:

- Motivation and intention
- The specific item
- Students awareness of the health and safety implications of the item in their possession
- The student's own statement
- 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
- In exceptional cases permanent exclusion may be considered

RESPONDING TO AN INCIDENT INVOLVING PROHIBITED OR UNAUTHORISED ITEMS

All screening, searching or confiscation will be carried out by designated staff representative of Haven High Academy and in accordance with the DfE Screening Searching and Confiscations advice 2014.

- These items when confiscated should be handed to the year head or senior member of staff. The item will be confiscated and locked securely in the school office.
- Cigarettes, e-cigarettes, lighters and alcohol will not be returned, they will be destroyed.
- A photograph/photocopy of the confiscated item (weapons) including a scale to illustrate the size will be taken.
- 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, an internal exclusion or fixed term will be considered to give opportunity for the incident to be investigated by the Head or a senior member of the academy
- The academy will, where appropriate, make referrals to appropriate external support agencies.

There are certain items that students may have on their person, or in their possession, that staff are asked to confiscate when seen, such as:

- Jewellery, other than what is allowed
- Mobile phones
- iPods or their equivalent

These items should be placed in an envelope, or secured with paper, with the student's name attached, and handed immediately to the Student Services Office (Marian campus) or Mrs Bates (Tollfield campus). These items can be collected from the Student Services Office (Marian campus) or from Mrs Bates (Tollfield campus) after 3.30pm.

In the event of a confiscated item not being handed in to the Student Services Office (Marian campus) or Mrs Bates (Tollfield campus) and being subsequently lost then the responsibility of replacing the item will be that of the member of staff who confiscated it.

CONSEQUENCES

Following investigation, the Headteacher will consider an appropriate response which could include one or a combination of:

- Letter home
- Family/Academy meeting
- Academy based sanctions
- A period of internal isolation
- Amended timetable
- Restrictions on movement around the academy 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
- Internal exclusion
- Permanent exclusion

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 Headteacher will:-

- Thoroughly investigate the incident and take witness statements etc
- Refer to the academy behaviour for learning policy and others policies as necessary
- Enable the student to make their own statement regarding the incident
- Consult with the LA pupil reintegration team
- 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.

Revised May 2020

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Signed off by:

Print name and role:

Date: