

DOCUMENT DETAILS

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Summary	The purpose of this document is to set out the policy for Nottingham College Knives and Dangerous Weapons

DOCUMENT CONTROL

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1. INTRODUCTION

Nottingham College seeks to ensure, as far as reasonably practicable, the security and safety of all students, staff, other workers and visitors and contractors, whilst within or situated on College premises. The College expects all students, members of staff, agency workers, visitors and contractors are expected to assist the Security Team to ensure the success of the Policy.

2. OBJECTIVE

The objective of this Policy is to explain expectations of Nottingham College in terms of the Knives and Dangerous Weapons, to ensure a consistent approach, to provide some practical help to reduce risks and provide advice on how to deal with circumstances that could develop into dangerous situations.

3. RESPONSIBILITIES

Responsibility for security rests with all students, staff (including contractors and agency workers) and with visitors to the College. Within this overall responsibility, some particular elements are defined as below:

3.1. Senior Leadership Team

The Senior Leadership Team of the College should ensure that support and resources are available to staff for the implementation of the Knives and Dangerous Weapons Policy. Necessary measures to improve security and reduce risk should receive priority consideration.

3.2. Security Manager

The Security Manager is responsible for the overall development and planning of the Security Policies and procedures, day-to-day organisation and supervision of the Security Team. Where appropriate, specific training to achieve acceptable standards of operation should be supported and prioritised.

3.3. Security Coordinators

The Security Coordinators are responsible for the day-to-day supervision of the Security Team. Security Coordinators ensure that Policies and Procedures are adhered to.

3.4. Security Team

The Security Team are responsible for the effective operation and enforcement of the Security Policies and Procedures.

3.5. Heads of Faculties and Departments

Heads of Faculties and Departments have a pivotal role in promoting security alongside safety within their areas. It is recognised that Heads will wish to delegate responsibility for the routine involved in these tasks to nominated individuals within their department but overall responsibility for security matters will remain with the Head of Department.

3.6. All Staff

All staff, including those with a contract of work; temporary, agency, voluntary or ad-hoc basis, must ensure that they are familiar with and follow the procedures in the College Knives and Dangerous Weapons Policy. Staff should report all activity, suspected or real, of a criminal nature, unacceptable behaviour, or any suspicious activity immediately to

the Security Team. They must cooperate with requests from the Security Team in relation to all security procedures.

3.7. All Students

All students have a responsibility to ensure they give due consideration to security issues and must follow security procedures.

3.8. All Visitors

All visitors, including conference delegates and event attendees, have a responsibility to give due consideration to security issues. Visitors must follow instructions from the Security Team or from their host department.

4. DEFINITIONS

For the purposes of this policy, words and phrases are explained within the body of the document.

5. POLICY STATEMENT

The College will:

- Comply with all legal and statutory duties.
- Take a preventative approach in Knife and Dangerous Weapon crime reduction.
- Plan, implement, monitor and review policies and procedures to ensure the maximum is done to maintain a safe College environment.

6. COLLEGE GOOD PRACTICE

Nottingham College prides itself in a friendly, work-driven atmosphere where support exists for both staff and students at many levels. At the same time, the College meets challenging behaviour in a firm manner, making full use of disciplinary procedures so that this positive atmosphere can be maintained.

The College's priority must be prevention of possible violent incidents, particularly those involving weapons. A number of steps will be undertaken by the College to achieve this:

- Avoiding serious incidents in and out of College can be facilitated by the creation of a positive learning environment where students are supported and clear boundaries set. Serious infractions of College rules and procedures will be dealt with speedily, efficiently and appropriately.
- Staff receive regular training in managing challenging behaviour and further or specific training can be requested by contacting the Organisational Development Team.
- The College tutorial programme and Emotional and Behaviour Difficulty work will be used to get across the message of zero tolerance regarding carrying and use of knives and dangerous weapons.

7. PROACTIVE PREVENTATIVE MEASURES

Proactive preventative measures include;

- All suspicions of anyone possessing a knife or dangerous weapon should be reported immediately to the Security Team.

- Any knife or dangerous weapon found on College premises should be reported immediately to the Security Team.
- The Security Team will patrol all buildings, to aide in the identification of security risks, monitor public safety and act as a deterrent against crime.
- The College works closely and cooperates fully with local Police.
- The College operates an open door policy for the local Police, allowing them to come on site at any time to talk to staff and students, wander through the College and be visible as part of the College's aim of maintaining a safe and secure environment for all.
- The College hosts regular promotional and communication stalls provided by local Police and PCSOs covering a range of topics including personal safety, crime prevention and getting to know us.

8. KNIVES AND DANGEROUS WEAPONS

Nottingham College operates a Zero Tolerance Policy in relation to Knives and dangerous weapons. These items are not allowed throughout College premises. This includes harmful chemicals, imitation firearms and knives. Any person found carrying an illegal weapon will be reported to the Police and may be arrested. Disciplinary action will be taken against anyone found carrying a knife or dangerous weapon on College premises. There are some College courses that permit the carrying of knives, which are specific for their course i.e. catering students, are required to have a set of catering knives, art students may possess craft knives. For courses where carrying of a knife or dangerous weapon is not usual, and where there is a need for such an item to be brought on to College premises, written permission must be gained from the Security Manager before the item is brought to College.

For the purposes of this policy, a Sikh Kirpan is not included within the meaning of knives and dangerous weapons.

9. LEGAL POWERS

Section 46 of the Violent Crime Reduction Act 2006 and Section 85B of the Further and Higher Education Act 1992, give Further Education providers the power to search students and their possessions where there is reasonable grounds to suspect that a student may have in his or her possession an item that is covered by:

- Section 139 of the Criminal Justice Act 1988 or
- An offensive weapon (within the meaning of the Prevention of Crime Act 1953).

An item may be seized if it falls within:

- S.139 of the Criminal Justice Act 1988, an offensive weapon meaning.
- Prevention of Crime Act 1953; any other item that may reasonably be suspected of being used in relation to an offence.

Any item seized must be passed to the Police as soon as reasonably practicable.

10. COLLEGE PROCESS

Where a search is carried out, the search will:

- Be authorised by the CEO. This Policy delegates this power from the CEO to members of the Corporation Leadership Team (CLT) and the Security Manager; any search of a student, their possessions or lockers, carried out by Nottingham College staff must be in the knowledge and with the permission of a member of CLT or the Security Manager.
- Take place on College premises (or elsewhere the staff member has lawful control i.e. a trip).
- Be in the presence of the student and staff witness if possessions or lockers are being searched. This element can be negated if there is a risk of serious harm to a person if the search is not conducted immediately and where it is not practical to have the student or staff witness present.
- Be with consent from the student wherever possible. Where consent is withheld, the search must be deemed as reasonably necessary in the circumstances to look for a knife or dangerous weapon.
- Take place in a secure and confidential area on College property or where the student is within lawful control of the College.
- Be carried out by a trained member of the College Security team and in the presence of a member of the College Operational Leadership Team (OLT). The Security team member conducting the search, and, if possible, the OLT member should be the same sex as the student. Where there is concern for the safety of the student, or others, this requirement may be negated.
- Only use physical restraint where reasonable, necessary and proportionate given the circumstances of the case.
- Only request the removal of outer clothing i.e. not immediately being worn over underwear.

Where items are found and the student is under 18 or a vulnerable adult, parents will be informed.

The following must also be considered:

- Where physical restraint is anticipated prior to the search taking place, the Police will be called and no action will be taken until the Police arrive.
- Where a dangerous or threatening situation arises, all staff and students will be evacuated from the immediate vicinity and College management called to support the incident. The Security team will dial 999 immediately. If possible, the student will be kept in their current location until the Police arrive. If the student attempts to escape with the item, no attempt will be made to apprehend the individual.

11. RECORDS

A record of the search must be kept. It is the responsibility of the staff carrying out the search to record the following information via the electronic security incident reporting system

- Time, date and location of search.
- Reasons for the search being requested, suspicions and where these arose from.
- Who authorised the search; name and job title.
- Who carried out the search and which OLT member was present.
- Whether the student gave consent for the search. Where consent is given, a written record of consent should be uploaded and attached to the report. Where consent was withheld, justification for the search being carried out.
- Any other relevant information, photographs or documents to be uploaded and attached to the report.
- Where the Police are called, the incident or crime number and investigating officers name/number.
- Any prohibited items found and the response given by the student.
- Whether reasonable force was used with justification for use.
- If parents are informed, the name of the parent, how they are informed, by whom and any response.

12. REFERENCES

This Policy has been developed in accordance with and under the guidance of the:

- Data Protection Act.
- Section 46 of the Violent Crime Reduction Act 2006.
- 85B Further and Higher Education Act 1992.

13. MEASURES

The effectiveness of the policy will be monitored and measured in a variety of ways. These will include:

- Regular reporting to the Safeguarding Network.
- Regular reporting to the Health & Safety Committee.



European Union

European
Social Fund



**NOTTINGHAM
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- Individual training and development records.