Outcomes First Group

Hillingdon Grange SCHOOL

WEAPONS POLICY

Hillingdon Grange School

1.0 INTRODUCTION

Weapons Policy

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1.0 INTRODUCTION

It is recognised that caring for and managing some of the people we support with difficult or challenging behaviour is an integral feature of the service provision offered by OFG. Staff and support workers/carers will generally manage problematic situations except where they are so severe that Police involvement is essential in order to avoid physical assault or excessive damage, especially those which involve the use of weapons.

This document aims to provide staff with an overview of the legal risks to OFG in managing the potential use of weapons within its services and provide staff with information which will enable them to take reasonable action in the prevention or in the event of the use, or attempted use, of weapons by the people we support so as to comply with the Health and Safety at Work etc. Act 1974, and other regulatory requirements concerning the safety of the persons who use the Company's services, for example the Children's Homes Regulations 2015, The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, The Education (Independent School Standards) Regulations 2014 and the Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017 for example.

2.0 GENERAL POLICY STATEMENT

OFG is committed to ensuring its services are provided safely to all young people and adults supported and or educated and its staff and other persons. A critical aspect of this responsibility is to ensure OFG prevent prohibited weapons from being present in the service to minimise risk to young people, adults supported, staff and other persons and also prevent as far as is reasonably practicable other equipment provided for the day to day delivery of our services being used as weapons by the people we support or educate e.g. cooking knives, cutlery, scissors, crockery, chair legs etc.

OFG strives to support its young people and adults supported to build the resilience they need to take positive steps in life and avoid criminal activity and that early intervention and prevention is vital to tackling serious violence. OFG therefore takes any concern regarding the people it support or educate possessing weapons extremely seriously. Supporting young people and adults to live safe and protected lives free from exploitation and knife crime is of vital importance.

3.0 GUIDING PRINCIPLES

The presence of prohibited weapons in the services exposes a risk to all present (young people, adults supported, staff, visitors and the community). It is therefore expected that young people, adults supported and staff will not bring prohibited weapons into OFG's services at any time.

To minimise the risks to the people OFG supports and staff etc., it is critical that all staff and the people supported are aware of a person's propensity in the use of weapons and the behavioural guidance in relation to reporting the presence of a prohibited weapon in the services, including reporting to the appropriate authorities, and the risk management protocols in place to manage such risks.

1.0 INTRODUCTION

It is illegal to carry knives or other offensive weapons on and around the services/premises. OFG recognises that the presence of weapons, or other items which could potentially be used as offensive weapons, in the services would not only create unacceptable risks of bullying, injury or death, but also create a climate that undermines the safeguarding and wellbeing of the people we support, the staff at, and visitors to, the services and create an unhomely environment.

The people OFG supports or educates may have experienced or witnessed violence, or may not have the capacity to recognise danger or protect themselves, therefore OFG has a responsibility to protect them whilst using OFG's services from coming into contact with weapons and help them develop the belief that being in possession of a weapon **is not appropriate** under any circumstances.

For the purpose of this policy a "weapon" is:

- a firearm of any description, including starting pistols, air guns, de-activated guns and any type of replica or toy gun;
- knives, including all variations of bladed objects i.e. pocket knives, craft knives, kitchen knives, scissors, hunting knives and blades, razor blades, swords, axes and machetes or anything suitable for combat.;
- anything listed in the Criminal Justice Act 1988 (Offensive Weapons) Order 1988 as amended from time to time
- explosives, including fireworks, aerosol sprays, lighters, matches; and
- laser pens or other objects, even if manufactured for a non-violent purpose but has a potentially violent use i.e. the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.
- Other objects, even if manufactured for a non-violent purpose but which have a potentially violent use i.e. the purpose of carrying the object is for use, or threat of use as a weapon (such items could include such things as scissors, nail files, pencil sharpener blades, sticks, bats, keys, chisels, screwdrivers, hammers and other tools)
- Other items which can be used as weapons created by the person supported damaging the environment e.g. broken pieces of furniture/doors/door frames etc.

In certain circumstances it may be appropriate for people to be in possession of what would normally be classed as offensive weapons. This will normally be due to the use of this equipment (i.e. for its intended use not as a threat). Examples would include:

- For use at work by staff (e.g. knives in kitchens or contractors carrying out repairs). Any users of such equipment must be reminded to ensure it does not inadvertently fall into the hands of the people we support.
- For educational purposes (e.g. tools in design and technology, scissors in art etc.).In these circumstances staff need to have systems in place to ensure all tools are only used under supervision and are all accounted for and secured at the end of a lesson.

There is also another reason where a person could legitimately carry a knife – religious reasons (e.g. a Sikh's Kirpan)

4.0 WEARING OF THE KIRPAN

Sikhs who have been initiated in a ceremony called Amrit Pahul are required to carry a kirpan at all times. A kirpan is a ceremonial sword and is one of the 5 sacred symbols of the Sikh faith. There are differences within the Sikh faith as to how long the kirpan should be from a symbolic kirpan with a 1½ inch blade which can be sealed so it cannot be drawn and worn under clothing to some who believe it should be 8 inches long with a 5 inch blade.

Section 1 of the Prevention of Crime Act 1953 and section 139 of the Criminal Justice Act 1988 respectively provide for offences of having an offensive weapon in a public place without lawful authority or reasonable excuse and having an article with blade or sharply pointed in a public place without lawful authority or good reason. Section 139A of the Criminal Justice Act 1988 provides that it is an offence to have an article within either of the above offences on school premises, including further education.

Sections 139 and 139A of the Criminal Justice Act 1988 apply to any article which has a blade or point except a folding pocketknife unless the cutting edge of its blade exceeds 7.62 centimetres (3 inches).

Section 1 of the Prevention of Crime Act 1953 provides that an offensive weapon is any article made or adapted for use for causing injury to the person, or intended by the person having it with him for such use by him or by some other person.

It is also an offence to possess certain weapons in private; these are listed in the Criminal Justice Act 1988 (Offensive Weapons) Order 1988 and include such things as knuckle dusters, handclaws and butterfly knives for example.

Section 1 of the Restriction of Offensive Weapons Act 1959 prohibits the possession in public and in private, of a flick or gravity knife as described in section 1 of the Restriction of Offensive Weapons Act 1959 (as amended by section 43 of the Offensive Weapons Act 2019)
It is a defence for a person charged with an offence under section 141(1A) of the Criminal Justice Act 1988 in respect of a weapon to which section 141 of the Criminal Justice Act 1988 to show that the person possessed the weapon for religious reasons only.

Staff should be aware that the wearing of the "5 Ks'" at all times is of utmost importance and sensitivity for initiated Sikhs, and is the subject of vows made during the Amrit ceremony and therefore may fall within the defence of possession for religious reasons.

It is essential for an initiated Sikh to keep his/her vows, and this commitment, which is not entered into lightly or easily, should be respected.

OFG has to balance the responsibilities of ensuring the health and safety of persons resident in our homes or who use school premises, with the religious requirements of practising Sikhs. If a request is made by a person to wear the Kirpan, each case will be considered on a case by case basis, after considering all the circumstances, consultation with all relevant stakeholders and the risks presented. One option is that a symbolic version of the Kirpan may be worn. The symbolic version of the Kirpan

should be worn on the kirpan and half inches long, secured and sealed in protective padding or embedded on a Kanga (comb).

4.0 WEARING OF THE KIRPAN

If it is the view of particular persons supported/their parents/staff that the symbolic version does not satisfy their religious requirements, then OFG may allow the Kirpan to be worn, subject to the following conditions:

- that it is restricted to people we support/staff who have gone through the Amrit ceremony;
- that the Kirpan, is no more than 6 inches long including the handle, will be sheathed and restrained with a cord, to the satisfaction of the Registered Manager/Headteacher, in such a way as to ensure that it will be incapable of withdrawal;
- that the sheathed Kirpan will be further enclosed in secured padding and securely sewn up;
- that the Kirpan will be worn under clothing and will not be visible, to provide the highest possible safety at all times;
- that, on no account, will the Kirpan be drawn while the person supported/staff member is on any of our premises, whilst on any activities or any transport
- if any of the above conditions have not been observed, the Registered Manager/Headteacher has the discretion to exclude the person from a particular activity if she/he believes that the person or others may be at risk of injury. In the event of serious or persistent breaches of the above conditions, the Registered Manager/Headteacher may refuse permission for the individual concerned to wear the Kirpan.
- In the interest of safety, it is OFG's position that Kirpans are not worn during physical activities or other outdoor activities which is still in accordance with the Sikh 'maryada' which states that the Kirpan should be worn on the person 'or as close as possible' at all times. If the Kirpan is removed for any of the activities the Kirpan must be given to a member of staff for safe-keeping and collected after the activity is over.
- If parents of a person supported under the age of 18 decide that their child should wear the Kirpan during the activities then the following additional condition shall apply:

  – that the sheathed and securely padded Kirpan must be worn under the clothing and will not be visible, or carried in a small pocket in clothing being worn, so that it is safe for the wearer, never visible and so that other students have no access to it. If the Headteacher considers that these requirements have not been met, he or she should take appropriate action to ensure the safety of all students.

5.0 COMPANY APPROACH TO PROHIBITED WEAPONS

OFG will proactively work with the people supported and educated to teach them the dangers of carrying weapons and/or being associated with others who carry weapons and will use the expertise of partner agencies i.e. the police, youth offending service, to assist with the learning on the dangers of all weapons to all the people we support, staff, visitors and other people.

If a person we support, member of staff or visitor brings a prohibited weapon to the services the person will be requested to hand over the weapon immediately and the police will be notified.

If a weapon is handed over it will be placed in a locked cabinet/cupboard immediately until the police collect it. If the person refuses to relinquish the weapon, police assistance will be requested immediately.

Possession of a prohibited weapon includes having one in a bag or hidden in a bedroom or otherwise secreted away somewhere on the premises. It is the duty of staff to ensure that no person supported or educated is in possession of a prohibited weapon.

If there is a suspicion that a pupil is in possession of a weapon in one of OFG's schools, the decision to search a pupil for a weapon must be taken in accordance with the school's search policy and procedure.

In Children's homes, staff are prohibited from undertaking any form of body search but they can search a child's room or possessions when it might be necessary to safeguard the welfare of the child or others.

In addition to possessing weapons in public and on school premises, it is also an offence to possess certain weapons in private; these are listed in the Criminal Justice Act 1988 (Offensive Weapons) Order 1988 and include such things as knuckle dusters, hand claws and butterfly knives for example.

Section 1 of the Restriction of Offensive Weapons Act 1959 prohibits the possession in private (and in public), of a flick or gravity knife as described in section 1 of the Restriction of Offensive Weapons Act 1959 (as amended by section 43 of the Offensive Weapons Act 2019)

If staff in a children's home reasonably suspect that a child has a weapon about their person, they may call the police. However, staff can request the child to empty their pockets if there is a suspicion that the child is carrying an item which would put the child or others' welfare at risk. If the child refuses to hand the staff an item in their possession that would put the child or others at serious risk the police can be contacted.

It is the responsibility of the staff to cooperate with police in relation to any investigation around possession of prohibited weapons.

In schools, school staff can search a pupil for any item if the pupil agrees and Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

For further information and details of prohibited items, refer to D of E document "Searching, screening and confiscation Advice for headteachers, school staff and governing bodies"

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

In adult services, if the staff suspect that an adult service user is in possession of an offensive weapon then they should contact the police as staff do not have the power to search a person.

If a member of staff is with a vulnerable adult who is being searched they can ask for the officer to take particular steps to protect that person. For example, they could ask to be present while the search is taking place to help to keep the person calm or they may also make the officer aware of any particular difficulties the vulnerable adult has, for example if they have autism and do not like to be touched.

6.0 REFERAL PROCESS/STATEMENT OF PURPOSE

When assessing whether or not a service can meet a person's needs, the Home Manager or other person with the responsibility of making the assessment must ascertain whether the person has a propensity to use weapons or any antecedents, and if so they must consider whether to admit the person would be consistent with the service's statement of purpose, that the identified risks can be managed effectively without breaching any legislation, and the implications for other people using the service.

The Registered Manager retains the right to refuse admission/continued placement for any persons where it is considered that taking all reasonably practicable steps available will not prevent a person using a weapon to injure themselves, staff or other persons or otherwise breaching any other legislation by continuing the placement.

7.0 RISK ASSESSMENT

OFG must know at the point of referral if a person to be supported/educated is known to have been in possession of and or used weapons, has a history of concealing weapons, may be involved in gangs or has an "interest" in weapons. This information and a pre-placement risk assessment must be obtained and prepared by the Registered Manager/Head Teacher, as part of the referral process, to assist them in determining if the referral is an appropriate one for the setting and for the people who are already being supported in the service. A pre-admission planning meeting to fully consider the risks will be convened if necessary.

All people with a history of weapon use or carrying a weapon will require a risk assessment completed prior to admission if planned, or on the day of admission if placed in an emergency. All risk assessment documents need to be held in accordance with current systems e.g. Access / Sleuth etc. and be easily accessible to all staff at the service

Details of any risks associated with weapons and how these will be managed should also be included in the person's care/support plan and the local authority's placement plan.

The Regional Managers/Heads of Service and the Registered Manager/Head Teacher must agree and detail any actions that will be required of the staff if a weapon is found.

The risk assessment should detail actions to be taken to minimise risk and safeguard others. It is the duty of all staff to read and be familiar with the contents of the risk assessment of any person moving into the services before or on admission.

The risk assessment should be shared with the person supported, and their parents where relevant. The registered Manager/Head Teacher is under no obligation to accept a person into the service where it is felt that the risk from weapons cannot be safely manged for the safety of all occupants, pupils and staff in the service or other people.

8.0 STAFF RESPONSIBILITIES

Staff must not carry prohibited weapons in the services or at any event/activity when working.

Staff must immediately notify the Registered Manager/Head Teacher/Shift Leader of the presence (or suspected presence) of prohibited weapons in the services. They must also report any items that may be used as a weapon. The Registered Manager/Head Teacher or other senior person on duty will make the decision in relation to police notification and intervention.

Staff must record the event appropriately on the supported person's file (ensuring the case note alert is sent to the social worker and the team manager), they must complete an incident report and notify the Regional Manager/Head of Service.

The Service must keep a record of domestic sharp knives in the premises and report any missing knives immediately to the Registered Manager/Head Teacher or if not available, the most senior person on duty.

9.0 PROTOCOL RE MANAGEMENT OF KITCHEN KNIVES; CUTLERY WITHIN SERVICES

Residential Services

In services where any of the people we support have a predisposition for using knives as weapons, then the following protocols must be followed:-

- **Cooking Knives** – It is a requirement that cooking knives are locked away without fail when not in use for preparing meals. They must only be used by staff and **NOT** around young people/other persons supported who are at risk of grabbing for them.
- When a knife is in use and removed from the locked cabinet/cupboard, the staff member has a duty to notify others team members in the area. The team members can then notify one another should a person supported become anxious, the knife should then be immediately locked away as a priority by the user (some services find having a lockable metal drop box useful for this purpose).
- Cooking knives are to be used for minimum duration only, locked away after the preparation of cutting food is complete. **NOT** when the meal preparation in generally is finished.
- Before staff retire for the night (go home if a non-residential service) they are to account for all knives being locked away, any found to be missing are to be reported immediately to the Registered Manager/Head Teacher/manager on duty/on call). This will include for an immediate investigation and room searches where appropriate.
- Never leave a knife unattended, it is the responsibility of the user from the time it is taken from the locked storage area until returned again.

- For peeling vegetables use a vegetable peeler rather than a knife
- **Cutlery** – In services where the people supported are at risk of using cutlery as weapons, with the exception of spoons, cutlery is to be locked away when not in use, accounted for at all times, final numbers checked before the end of the activity and again at the end of each shift.
- Following use and knives must be immediately washed and locked away and not left unattended in dishwashers or sinks
- Any person supported found threatening to cause harm with cutlery should be given plastic to use immediately. This is the default response followed by notifying the manager of the occurrence.

Schools (Food Technology)

The following protocol must be in place for using knives in Food Tech lessons:

- Only provide knives and peelers required by the lessons and ensure that vegetable peelers are used for peeling.
- All sharps must be kept in locked cabinet/cupboards when not being used.
- Following use and knives must be immediately washed and locked away and not left unattended in dishwashers or sinks
- All sharps must be counted out and counted in against an inventory.
- No one must leave the classroom until all sharps are accounted for.
- Any inappropriate behaviour/actions/gestures whilst using sharps, the pupil/student should be removed from lesson and receive a ban from Food Tech lessons. Only to return if/when SLT is in agreement.
- There must be an environmental risk assessment for the food tech classroom.
- All pupil/student risk assessment should be regularly reviewed, being live documents reflecting needs.

10.0 PROCEDURE FOR DEALING WITH INCIDENTS INVOLVING A WEAPON

If staff suspect that a person we support has a weapon they must consider carefully how to deal with the situation. If possible, they should take a few minutes to agree a strategy with the Registered Manager/shift leader, teacher as appropriate and other staff on duty.

Staff must consider:

- their relationship with the person supported;
- the supported person's current mood;
- what might have triggered the incident;
- the safety of other staff and other people who are present;
- the location and their position – ensuring they have an exit route.
- that situations are less likely to escalate where there are no onlookers

Once the area has been made as safe as possible, staff should request for the weapon to be handed over, the person with the weapon must be asked to place the weapon on the floor (and not on a

worktop or other surface, as this will be too easy for the person to retrieve it again) and then for them to step away from the weapon. This is particularly relevant to edged weapons. **Under no circumstances should you accept edged weapons directly from the person.** If the person supported becomes threatening to staff or others then the priority is the safety of staff and others in the vicinity, removing themselves to a place where they can be behind a locked door and contact the police on 999.

Depending on the incident staff may try and calm the person with the weapon using the relevant techniques as detailed in the person's behavioural risk assessment if it is safe to do so, but they need to ensure that they are in safe position with an exit route and at a safe distance – approximately 10 feet for any edged weapons. However, in the instance where a person we support refuses to hand over a weapon or is threatening staff, another person we support or a member of public with the weapon **staff should call the police for assistance immediately.**

Edged weapons once handed over must be placed in an envelope and secured in a locked cabinet/cupboard. The person supported must be reminded of the weapons policy. Staff need to establish the origin of the weapon and what this might mean in terms of any wider safeguarding issues for the person supported. Work should be carried out in terms of helping the person supported to recognise the dangers and help them to develop alternative strategies. This work should be carried out in partnership with the young person's social worker.

11.0 POLICE INVOLVEMENT

Incidents of violence or serious disorder requiring an urgent Police response where the people we support, staff or visitors are at risk of immediate serious physical harm should be reported immediately. In such situations, the Registered Manager/shift leader on duty should contact the Police, either via the main call centre number 101 or the 999 system in cases of emergency.

Offence Guidance

Common causes for Police contact may include:-

- Violence by a person we support on another.
- Violence to staff by a person we support.
- Criminal Damage.
- Theft within the home.
- Disorder in or around the home.
- Discriminatory or racially aggravated behaviour, e.g. assault, harassment, damage, verbal abuse.
- Substance misuse.
- Possession/use of weapons.

It is important to see such incidents in the context of the needs of the individual person supported and their care plan/ behaviour management plan and current risk assessment. Consideration must be given to whether involving the Police is an effective and proportionate response based on the above and the gravity of the offence.

Factors to be considered in deciding whether to report offences are listed below:-

- Wishes and best interests of the victim.
- Nature and seriousness of the allegation.
- Probability of a repeat incident.
- Previous incidents of a similar nature by the same person supported.
- Previous relationship between victim and perpetrator.
- Effectiveness of Police action/Court proceedings.
- Impact of Police involvement on the supported person's overall care plan.
- Availability of alternative courses of action (e.g. restorative approaches).
- Requirement for formal investigation (e.g. insurance claim).

If the person supported is very agitated and unresponsive staff must keep safe and remove themselves and call for support.

12.0 PROCEDURE FOR AFTER AN INCIDENT INVOLVING THE USE OF A WEAPON

The Registered Manager/Head Teacher and the Head of Service must be notified as soon as possible including if this is out of hours.
Staff are responsible for recording the incident as outlined above. Staff must also enter a note on the records of any person who was present, may have witnessed or been exposed to the incident.

If it is a serious incident all of those relevant persons or organisations who must be notified of the incident (e.g. Ofsted/CQC/Safeguarding, social workers) must be notified in accordance with the requisite timescales; the Registered Manager or shift leader/most senior person in charge will undertake this task.

Staff should be mindful that for all the people supported in the service this will have been a significant event and they should have an opportunity to be debriefed to support them to understand what has happened at the service and process their feelings.

The staff should make themselves available for strategy meetings, police interviews (subject to OFG's Appropriate Adults Policy) and ongoing child protection actions, as deemed necessary by the Head of Service.

13.0 DEVELOPING CONCERNS

Concerns regarding weapons that evolve during a person OFG supports or educates must be recorded on the person's records and in all handover records. A revised risk assessment must be completed and the support/care plan for the young person needs to be in place within 24 hours of the concern being raised.

Staff should make sure that all staff are aware of developing concerns through handover meetings, behavioural plan notes and an email to the staff, the supported person's social worker and team manager.

Other professionals who should be updated about concerns include the Registered Manager, Heads of Service and Youth Offending team, if involved.

External professionals that work with the person concerned should also be advised to ensure they can respond to the person appropriately and safeguard themselves if necessary.

14.0 WEAPON CONCEALMENT

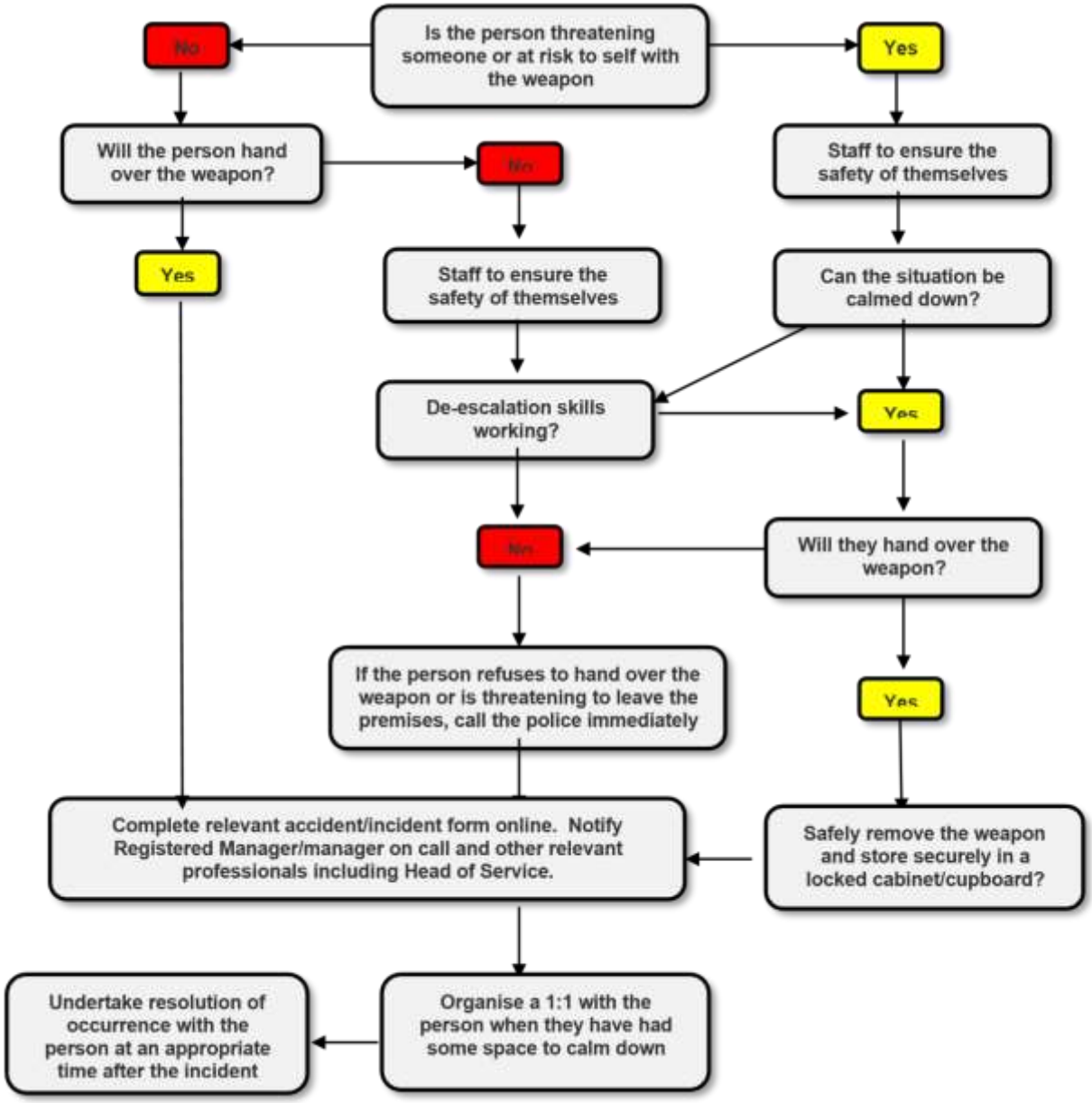
Staff may have been passed information by a third party that a person is carrying/using/threatening others and a weapon is involved or they may have noticed damage around the property where they suspect a weapon has been used. In these events staff can take the following action:

- carry out a room search where there is valid reason to believe a weapon may be present, without the person being present if this reduces risk to others.
- if in a school, a pupil may be searched for a weapon in accordance with the School's search policy and procedure.
- conduct a bag search and ask the person to empty their pockets.
- if a weapon is found, confiscate it if safe to do so and secure in a locked cabinet/cupboard
- follow the procedure for dealing with an incident involving a weapon as set out above.

15.0 MANAGING A LIVE INCIDENT

At any point staff must not put themselves at risk of harm. They must consider throughout, if it is necessary to call the police on 999 to protect themselves, the people we support and visitors.

Staff should **follow the flow chart** below to help assess if police intervention is required.



16.0 FOLLOWING A LIVE INCIDENT

Medical assistance

- any injured persons should be offered medical assistance without delay and an ambulance called if required.

Who to inform

- Registered Manager/Head of Service, Social Worker/s, if out of hours on call manager/social worker should be informed by phone in the first instance. Ofsted online reporting should be used to inform them of any incident where a weapon was used to threaten or injure another.

Debrief

- all persons involved should be given the opportunity for a 1:1 debrief at the earliest opportunity. Ideally, this will be with a manager but can be by any member of staff where this is not possible.

Storage of weapons

- where a weapon has been retrieved it should be placed in a locked cabinet/cupboard, ideally in a sealed envelope stating the date, incident number and staff legible signature.

Recordings of searches

- searches of any type should be recorded briefly in the person's records and should include: Time, Date, who was present, brief reason and any findings. In addition, staff should record it on person's file under the heading 'Behavioural Concerns' even where a weapon is not found as this may be useful in understanding patterns.
- The online incident form (Info-exchange/Clear Care) should also be completed on all occasions that a weapon has been found.

Recordings of Incident

- The online incident form (Info-exchange/Clear Care) must be completed when an actual weapon is involved or retrieved, before staff go off shift.
- In the circumstances that a member of staff was injured an online accident form (Infoexchange) must be completed for the injured person, if the person has required medical attention and no other staff can complete the form, the manager should be informed immediately.

CHECKLIST

Item	Yes/No
Ensure any persons hurt are offered and receive medical intervention	
Record of search in daily log book, including time, staff searching, items if any found	
Inform Heads of Service	
Place weapons found in safe or if too large a secure lockable cupboard where young people do not have access.	
Put on handover sheet	
Complete Incident Form	
Inform all relevant persons and bodies	

Request Strategy Meeting or Serious Incident Review Meeting	
Debrief other people where necessary and record this on incident form	
Update weapons risk assessment to reflect new findings and action to be taken	

17.0 MAKING A PROFESSIONAL JUDGEMENT

This policy cannot provide a complete checklist of what is, or is not appropriate behaviour for staff in all circumstances. However, the overwhelming priority is the safety of all persons. There may be occasions and circumstances in which staff have to make decisions or act in the best interests of the people supported which could contravene this policy or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the people we support. Such judgements, in these circumstances, should always be recorded and shared with a senior manager. In undertaking these actions, individuals will need to evidence that they acted reasonably.

Staff should always consider whether their actions are warranted, proportionate and safe and applied equitably.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with a senior manager;
- report any actions which could be misinterpreted to their senior manager;
- always discuss any misunderstanding, accidents or threats with a senior manager;
- always record discussions and reasons why actions were taken; and
- record any areas of disagreement about course of action taken and if necessary refer to a higher authority.

18.0 INFORMATION, TRAINING & SUPPORT

Training regarding weapons is currently as included in the PRICE/STTRIDE training. Any additional training should be agreed with the Head of Service and sourced through the training department.

19.0 WORK-RELATED DEATHS - A Protocol for Liaison

A Protocol entitled Work-Related Deaths: A Protocol for Liaison has been agreed between HSE, the Association of Chief Police Officers (ACPO), British Transport Police, the Local Government

Association, the Welsh Local Government Association, Office of Rail Regulation, Maritime and Coastguard Agency, Chief Fire Officers' Association and the CPS setting out the principles for effective liaison in such circumstances. To accompany the protocol is the Work Related Death Protocol: Practical Guide.

The Protocol describes the initial action to be taken by investigators following a work-related death, how the investigation should be managed, the decision making process, issues such as disclosure and the coroner and the mechanisms by which the signatory agencies should cooperate.

The general principles in the Protocol include:

- The police will conduct an investigation where there is an indication that an offence of manslaughter, or some other serious criminal offence, has occurred;

- The HSE or Local Authority will also conduct an investigation relating to possible HSWA offences and will pass to the police any information relevant to any serious criminal offence;

- The decision to prosecute a charge or charges of Manslaughter or Corporate Manslaughter in such cases should be taken by the CPS following consultation with any other responsible agency, such as the HSE or Local Authority. This includes consultation about pursuing other offences in addition to homicide related offences. The decision will be made by the CPS on the basis of the Code for Crown Prosecutors and will be made without undue delay

- Bereaved families and witnesses will be kept suitably informed;

- where the CPS decide not to prosecute for any offence, the HSE or Local Authority must be informed as soon as possible and the announcement of any such decision in the media should be co-ordinated with the HSE or Local Authority;

- Where the CPS does decide to prosecute, the HSE or Local Authority will be kept advised of the progress of the case and notified of the result;

- In the event that the CPS is considering prosecution following a work-related death, the HSE or Local Authority will disclose to the CPS a copy of any report or other document submitted to the coroner. The report may not be disclosed to any other party without the consent of the HSE or Local Authority.

Further details can be found on the following link.

- http://www.hse.gov.uk/pubns/wrdp1.pdf