



WOODBIDGE HIGH SCHOOL

Use of Knives and Sharp Implements in Lessons

Scope

These procedures apply to all subject areas that use knives and other sharp or potentially dangerous implements as part of the curriculum programme. These will be referred to as “**items**” in the procedures set out below.

Routine Procedures

1. All items must be counted out and in.
2. Remind students that all items must be returned after use and they will be carefully checked before students are dismissed.

Missing items

1. Students must be informed that they cannot leave the room if there is a missing item
2. If the item does not turn up with a room search:
 - a. Contact the head of department or appropriate colleague to support with the search.
 - b. Inform LG that an item is missing and request immediate assistance. Use the on call system to make contact.
 - c. Students can be requested to write statements.
3. Students cannot leave the room if any items are missing until a member of LG authorises their release.

Students removed from lessons

4. Students requiring removal from a lesson must hand in any items they were using.
5. Student who walk out of lesson without permission:
 - a. Conduct an immediate check of the items to see if any are missing
 - b. If an item is found to be missing then inform LG immediately as a matter of urgency. The student should be found and searched by LG.

Fire Alarm and Evacuations

In the case of a fire alarm:

1. Students must be instructed to place all items on the work surface so that the teacher can do a visual check – this must not compromise students leaving the room in line with the evacuation procedures.
2. Maintain visual contact with the teaching group during the evacuation
3. On returning to the classroom, count items and follow procedures set out above if any are missing.

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