



24/09/25

**Dear Parents and Carers,**

I am writing to share important information regarding school safety, specifically around the issue of weapons in schools. Cardiff Council has asked all schools to distribute this information to families. Please be assured that this is not intended to alarm anyone, but rather to reassure you that schools are taking proactive steps to ensure the safety of all pupils and staff.

**To date, no weapons have been brought into our school.**

We have received clear guidance on how to respond if we suspect a pupil may have brought a weapon to school. Some of this guidance is outlined in the attached leaflet for your reference.

As part of our ongoing commitment to safety, we will also be practising our lockdown procedure in the coming weeks. This will be explained to pupils as a simulation involving a pretend scenario - for example, a dangerous dog entering the school grounds - so that they understand the importance of returning to the building quickly and calmly.

We understand that these drills can be unsettling for some children, and we will do our best to present them in a calm and age-appropriate way. I'm sure you appreciate how vital it is for both pupils and staff to be prepared and confident in how to respond during an emergency.

If you have any questions or concerns, please don't hesitate to get in touch.

Yours faithfully,

Mrs E. Prescott

Headteacher

## Guidance Aims

Cardiff Council is committed to keeping your child safe through a fair and consistent approach, and preventing violence and weapons possession in Cardiff. As a Child Friendly City, Cardiff upholds The United Nations Convention on the Rights of the Child (UNCRC) and puts young people at the centre of processes and decisions.

This guidance will be used when a young person is found in possession of a weapon on an education establishment's site either deliberately or unintentionally. Cardiff Council recognised that there are many issues facing young people today and there are many reasons why a young person may carry a weapon. It is expected that there will be a multi-agency approach to support the school or educational setting to identify suitable early interventions and create positive change through the curriculum and the culture of the setting.

Parents/Carer  
Information



## Weapons in Schools and Educational Settings Guidance

Mae'r ddogfen hon  
ar gael yn Gymraeg  
This document is  
available in Welsh





## SEARCHING

If staff have a reasonable suspicion that a young person is in possession of a weapon on the grounds of the school or educational setting, it may be necessary to complete a search. This is important to keep everyone safe. In 2013, Welsh Government introduced a power, set out in Section 45 of the Violent Crime Reduction Act 2006, which allows schools in Wales to be able to screen any pupil for a knife or other weapon, and to search pupils suspected of carrying a weapon.

### A SUSPICION MAY INCLUDE:

- ▶ Intelligence from staff, a parent or pupil e.g. suspected sighting, overheard conversation etc. Intelligence from the community
- ▶ Behaviour of the young person e.g. language and/or actions
- ▶ CCTV footage
- ▶ Information from a professional (case worker/social worker)
- ▶ Police Public Protection Notice (PPN) Information via social media

### WHAT WILL HAPPEN DURING A SEARCH?

- ▶ Two members of staff will be present.
- ▶ It will take place in a secure, discreet place.
- ▶ The purpose of the search will be fully explained to the young person.
- ▶ Parents/carers will be informed following a search and the reasons for the search will be explained.
- ▶ Staff will use a search wand to remove any physical contact with the young person.



## INCIDENT REVIEW MEETINGS

When a weapon has been found, an Incident Review Meeting should be arranged. It is a multi-agency response to understand the reasons behind the incident taking place and discuss an appropriate package of support for the young person and the educational setting. The meeting aims to create a plan to understand how the young person can remain in education.

## OUR GOALS

GOAL  
01

Keeping all children safe.

GOAL  
02

Keeping all staff members safe.

GOAL  
03

Supporting all children to remain in education.

GOAL  
04

Supporting schools and educational settings to help prevent children possessing weapons.

### KEY INFORMATION

Every education setting will follow the same consistent approach:

- ▶ The young person should not return to the school and education setting until the Incident Review Meeting has taken place.
- ▶ It should **take place within 5 school days of the incident.**
- ▶ There should be at least **one daily** welfare check via a phone call.
- ▶ A trauma-informed investigation should take place to understand why the young person brought the weapon into school.
- ▶ Parents and/or carers should be invited.