

Drugs Policy

Issue Date: March 2016 HJ

Review Date: March 2017 HJ

'Drugs' refers to all drugs, legal and illegal, including medicines, volatile substances, alcohol and tobacco.

Purpose of the policy

This policy is intended to state the school's approach to drug education and any issues related to the use of drugs and substances as they affect members of the school community, their safety, well-being and legal and statutory responsibilities.

Drug Education:

The policy gives guidance on the role of staff in drug education, its development, delivery and monitoring.

- It provides information for pupils and parent/carers about the drug education pupils will receive
- It provides a basis for evaluating the effectiveness of our drug education.
- It indicates how the school follows to local and national strategies.

Management of drugs:

The policy gives guidance to pupils, parents/carers and staff on:

- What substances are allowed on school premises and in what circumstances.
- How the health and safety of the school community is safeguarded.
- What action the school will take if a drug-related incident should occur.
- How staff should respond to drug-related issues in different contexts.

A copy will be made available to parents/carers, staff, governors and representatives of partner agencies upon request.

Policy context

The Drug Policy should be looked at in the context of the following school policies:

- Child Protection
- Personal Social, Health Citizenship and Enterprise Education
- Sex and Relationships Education
- Health and Safety
- Pastoral Support

- Behaviour
- School visits and residential trips.

Staff with specific responsibilities for drug education and drug-related issues:

Management of drugs at school

Any member of the teaching and non-teaching staff may be required to respond to a drug-related incident. It is important that staff familiarise themselves with the following guidance in order to feel confident that they deal with any incident consistently, in line with school policy.

It is equally important that adults keep any incident that may arise in perspective: **most children do not abuse drugs**. Should an incident occur, our immediate concern is for the welfare of the pupil(s) involved and the school community. The fact that a drug or substance is involved should not cloud the decision to pursue our pastoral and/or disciplinary procedures.

Staff should be alert to identifiable changes in a pupil's demeanour, appearance and/or behaviour (for example, having large sums of money on them, falling asleep or being over active in class) but must bear in mind that substance use is only one of several explanations.

Similarly, there may be other explanations for the possession of 'drug related paraphernalia' such as aluminium foil etc. However, concerns should be passed on through the pastoral system.

All staff new to the school will be introduced to the drugs policy as part of induction programme. This is organised by the Assistant Principal through teacher training.

Medicines

Proprietary medicines:

- No member of staff may give any kind of medicine to a pupil, without parental permission through Student Services.
- Pupils should not bring to school proprietary medicines like painkillers and cough mixtures.
- However, if a pupil is likely to need a non-prescribed medicine, it is the parent's or carer's responsibility to ensure that the pupil has only the minimum required in his or her possession, solely for his or her own use. If a pupil is carrying non-prescribed medicine the parents/carers should inform the relevant Student Support Mentor by letter or phone call.

Prescribed medicines:

- If a pupil is required to take prescribed medication, parents/carers should advise the school, by informing Student Support Mentors.
- If a pupil is likely to suffer any contra-indications such as drowsiness, the school must be informed.
- It is the parent's or carer's responsibility to ensure that the pupil has only the minimum medication required for the day in his or her possession, and solely for his or her own use.
- Medicine should be handed to the Student Support Mentors for safe storage.

Alcohol

- No pupil may have alcohol in any form on the school premises. This includes bottles and cans of drink such as shandy and alcopops.
- No pupil should consume alcohol in any form during the school day, on or off premises.
- Members of staff should not consume alcohol or be affected by alcohol when working with pupils.
- Consumption of alcohol by adults at organised social events should be at the discretion of the Principal and/or Governing Body, in line with licensing laws.
- **Refer to ALCOHOL AND VOLATILE SUBSTANCES guidance.**

Smoking and tobacco

- The school is a non-smoking building.
- No pupil should bring to school any tobacco product or associated items such as lighters or matches.
- Pupils are not allowed to smoke on or around the school premises, on school visits or school related social events.
- Refer to SMOKING guidance.

Volatile substances

- The storage of authorised volatile substances is covered in the Health and Safety policy.
- Staff are responsible for ensuring the safe use of volatile substances in the school.
- Pupils are able to bring the following to school for their specific purpose:

- Antiperspirant and deodorant roll-ons
- Non-toxic glues such as Pritt and Uhu
- Correction fluid is not allowed in school
- Unauthorised products will be confiscated. Refer to Engagement and Progression Policy.
- Staff should be made aware of the physical effects of Volatile Substance Abuse, particularly the possible effect on heart rhythm. It is essential that a calm atmosphere is maintained if a pupil is found to be intoxicated, in order to avoid shock and/or heart failure.
- Refer to ALCOHOL AND VOLATILE SUBSTANCES guidance.

School property and searches

- A pupil can be encouraged to open their bags, pockets etc for examination. This should always be done in the presence of the student and with 2 adult witnesses in attendance.
- Members of staff do have the right to search personal possessions such as students' bags and coats if two members of staff are present at the time of search.
- Members of staff may search school property such as a school locker if it is believed there are grounds for this.
- Any search of school property should be conducted in the presence of the pupil concerned and with another adult in attendance.
- The student's agreement is needed to remove any personal possession. If this is not given, the property (eg locker) should be isolated and the school's disciplinary and/or Health & Safety policy should be followed.
- The person making a search of a student's person should be of the same gender.
- It is important that all staff understand the implications of searches in the context of drug related incidents. Anyone who carries out or witnesses such a search may be required to give evidence should police action follow: it is important that as few people are directly involved in the process as possible. Any findings of an illegal nature must be passed on to the police as soon as possible.
- Any suspected substance should be handled as little as possible.
- Parents/Carers must be informed of the incident and the action that will be taken
- **Refer to HANDLING DRUGS AND PARAPHERNALIA guidance.**
- **DRUGS INCIDENT BOOK guidance.**
- **PUPIL SUSPECTED OF PERSONAL POSSESSION guidance.**

- **Health & Safety Policy**

- **Home School Agreement**

First Aid

A list of designated first aiders is available at General Office.

Involvement of parents and carers

- Parents and carers have a key role to play in drug education and pupils developing responsible attitudes to drugs. Their views on the drug education programme and the management of drug related incidents will form part of the process of policy review.
- Parents and carers are encouraged to approach the school at any time if they have any concerns about drug issues in relation to their child. This can then be referred on to Learning Mentors or Student Support Mentors as appropriate.
- If a pupil is found to be misusing drugs in any way in school, the parent(s) or carer(s) will be informed as soon as possible unless there are indications that this would not be in the interests of the pupil.

Children of user parents

- It is recognised that children with user parents may be vulnerable in different ways and the school will provide for this within its pastoral care system and within the drug education programme.

Confidentiality

- As with all child protection issues, confidentiality cannot be promised.
- Members of staff should make clear what the boundaries of confidentiality are so that the pupil understands how and why sensitive information may be passed on.
- The pupil's right to privacy should be respected, regardless of the gravity of the incident, so sensitive information should only be shared with relevant people/agencies.
- **Refer to DISCLOSURE OF DRUG USE guidance.**
- **Child Protection Policy.**

Local media

- Contact with local media in the context of drug related issues will be through the Executive Principal/Associate Principal only.
- The Executive Principal/Associate Principal will liaise with appropriate agencies.

Support

The following local agencies provide support for individuals with problematic or potentially problematic drug use. This information is available for all members of the school community – both pupils and staff with problematic drug use are entitled to support.

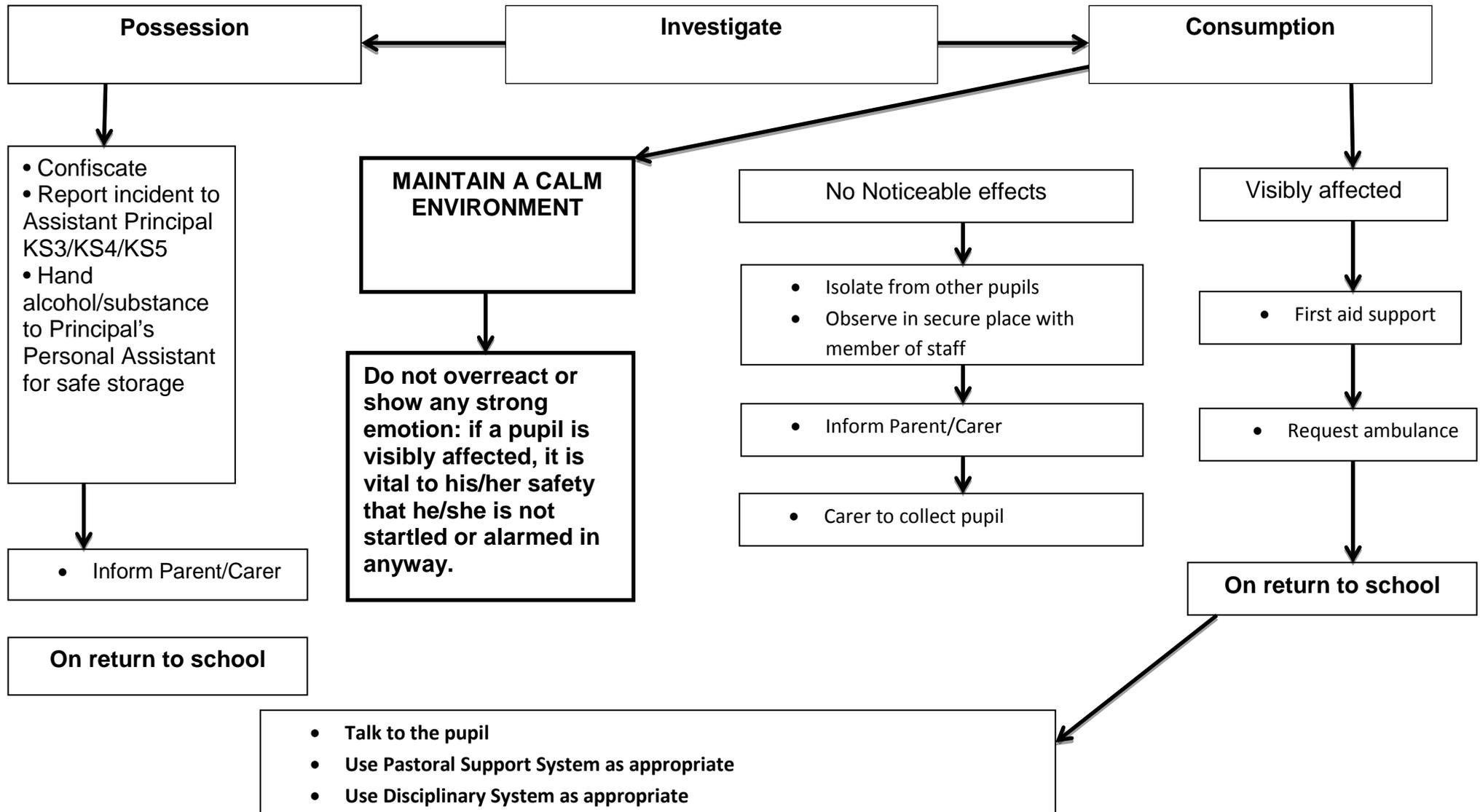
Key national organisations:

Drugscope	www.drugscope.org.uk		Information updates
Frank	www.talktofrank.com	0800 776600	Information, support
Adfam	www.adfam.org.uk	020 79288898	Information, support
NHS	www.nhsdirect.nhs.uk	0845 46 47	Information, support
	www.drugs.gov.uk		Information

Appendices

- Alcohol & Volatile Substances
- Disclosure of drug use by pupil
- Drug Incident Book exemplar
- Handling Drugs and Paraphernalia
- Parents, Carers and Visitors affected by drugs on school premises
- Pupil supplying drugs in school
- Pupils suspected of personal possession of drug in school
- Pupil using and/or supplying drugs outside school
- Pupil using drugs in school
- Rumour or report of drug use in school
- Smoking in school
- Supplying cigarettes in school

ALCOHOL & VOLATILE SUBSTANCES



DISCLOSURE OF DRUG USE

Discuss confidentiality issues
SUBSTANCES

If pupil chooses to continue:

- Listen and reassure
- Avoid personal judgements

Inform key teacher, who takes lead.

- Discuss possible options with pupil
- Provide information about local support services e.g REBOUND
- Negotiate involvement of parent/carer
- Discuss involvement of in-school support e.g. Student Support Mentor, school Nurse.

Referral to Pastoral Support System

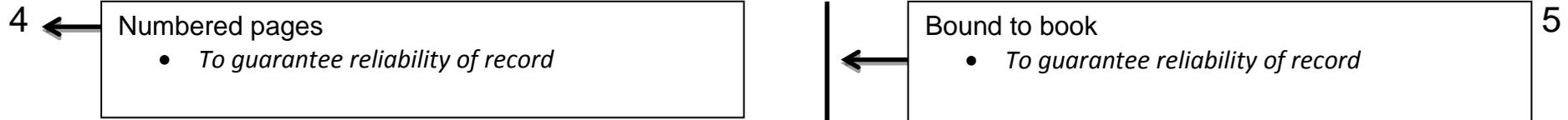
If pupil chooses not to continue

Direct to sources of information about local services.

- Keep an eye on the matter
- Maintain confidentiality.

Drug Incident Book

Example of good practice



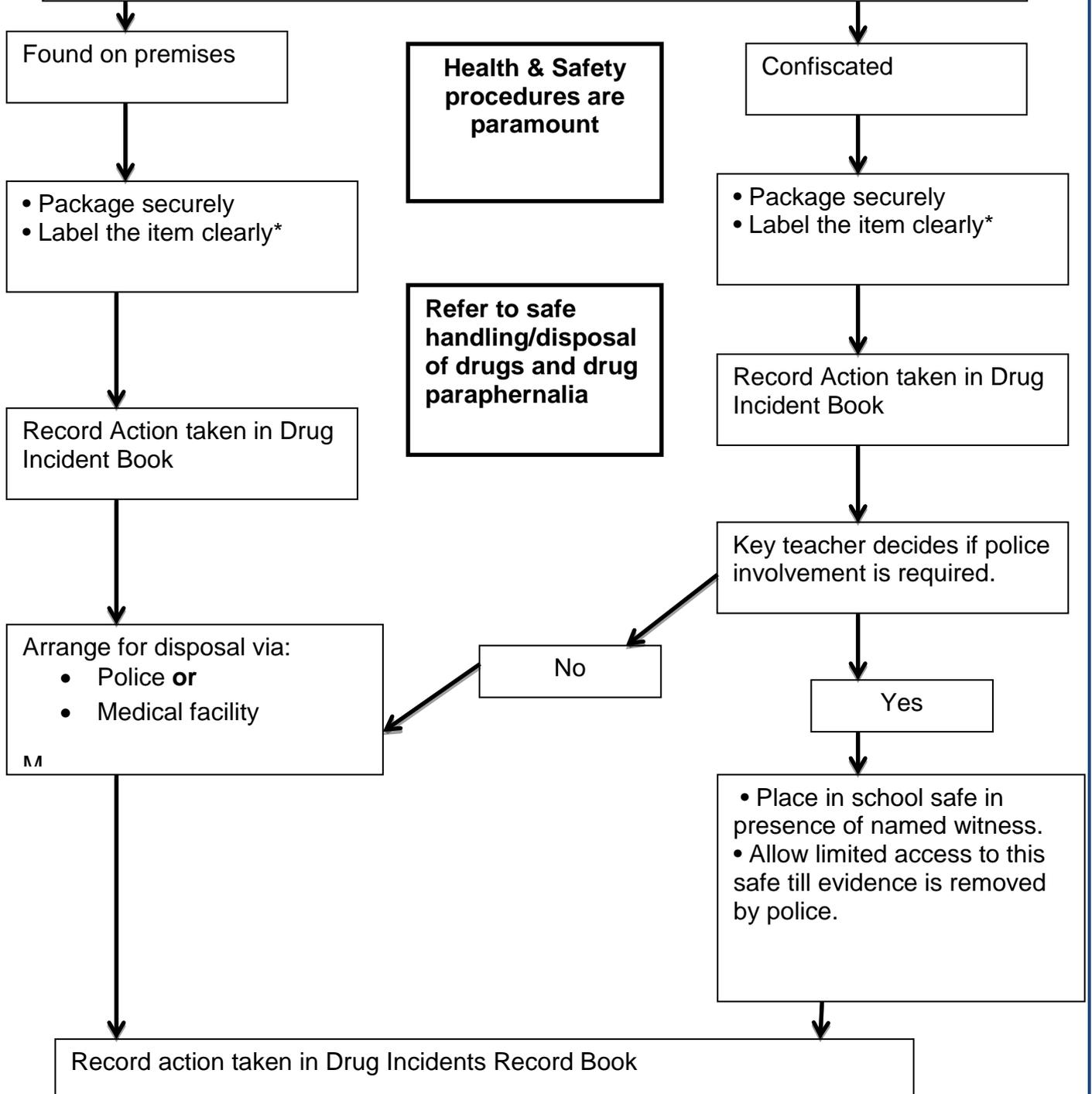
Entry Ref. No.	Date	Time	Person	Action	Witness to action	Brief comment
16	31.10.10	3.30	xxx	23 x white tablets in transparent self-sealing bag – placed in sealed brown envelope, labelled and locked in safe.	YYY NAME YYY Signature	Believed to be illicit substance confiscated in playground from pupil A (see record in Y9 file Pupil A, main office)
17	1.11.10	10.15	xxx	Above taken by PC123..... For disposal.	XXX NAME XXX Signature PC Signature	

Explanatory notes on above

<i>Ensures reliability of record</i>			<i>Key teacher or SLT</i>	<i>Action related to handling of substance, not of pupil or situation.</i>	<i>In the case of police action, all witnesses may be called to give evidence.</i> <i>ADVICE:</i> <i>Keep those involved to minimum</i>	<i>Cross-reference to any disciplinary/pastoral records detailing handling of situation/pupil and outcomes.</i>
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HANDLING DRUGS AND PARAPHERNALIA

NB In case of future police action, drugs and paraphernalia should be handled by as FEW people as possible. The key teacher or SLT should do this. However, where another staff member has handled the drug/substance initially, they should continue, under the supervision of the key teacher.



***Label clearly:** date, time, name of person, .contents, cross-reference to Drug Incident Book

PARENTS/CARERS/VISITORS ON SCHOOL PREMISES AFFECTED BY USE OF DRUGS
PARENTS/CARERS/VISITORS ON SCHOOL PREMISES

Immediate child protection assessment

Risk to child

No child protection risk

- Remove child to safe place.
- Provide pastoral support.

Handling the Parent/Carer/Visitor (PCV)

Reasonable

Unreasonable

Consider requesting support from Police or Social Services

SLT opens discussion

- Do not deal with PCV on your own.
- Isolate PCV as far as possible.

Call the Police
08456060606

PUPIL SUSPECTED OF PERSONAL POSSESSION OR DEALING IN SCHOOL

- Teacher stays with pupil
- Send message to school office
- Take no further action

- Office staff request:
- Key teacher or
 - SLT on call or
 - Head of Behaviour
 - Student Support Mentor

- Remove pupil to secure place away from other pupils.
- Member of staff maintains close supervision.

- Investigate as discreetly as possible.
- Request pupil's consent to conduct search of property/pockets.

Refusal

Agreement

- Contact Police
- Inform Parent/Carer

- Search possessions with 2 witnesses.
- Gender specific if personal search.

On return to school

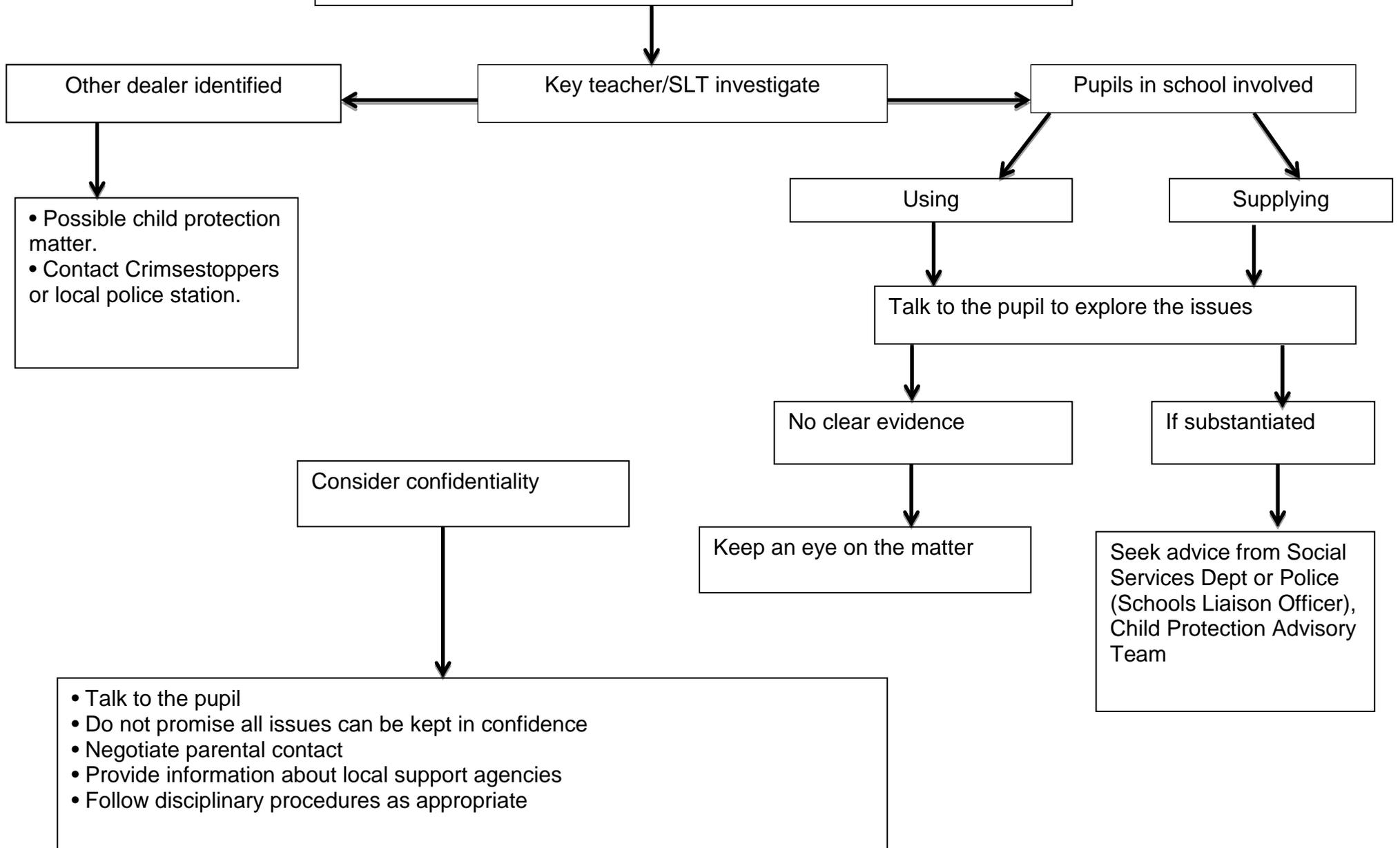
Substance Found

No Substance Found

Follow procedures for handling substance

- Talk to the pupil
- Provide information about local support services
- Use pastoral support system and/or disciplinary system as appropriate

PUPIL USING/SUPPLYING OUT OF SCHOOL



USE OF DRUGS IN SCHOOL

Immediate assessment of medical needs by First Aider

Emergency

- Follow school procedures for summoning emergency services
- Contact Parent/Carer

Key teacher/SLT investigate situation

No immediate emergency

- Isolate pupil in secure place.
- Keep under staff observation.
- Contact Parent/Carer

- Pupil collected by Parent/Carer.
- Make drug awareness information available to Parent/Carer.

On return to school

- Talk to pupil to explore the issue.
- Talk to Parent/Carer to explore issues.
- Provide information about local services
- Offer support eg School Nurse, Student Support Mentor

Accept

- Make use of pastoral system.
- Monitor pupil in school.

Access support

Apply disciplinary system as appropriate

Refuse

- Apply pastoral support and disciplinary systems as appropriate.
- Follow up parental contact to establish future action.

RUMOUR/REPORT OF DRUG USE IN SCHOOL

- Report to key teacher/SLT
- Key teacher/SLT to investigate

No Evidence

Refer back to pastoral care system for investigation of rumours.

Maybe

- Talk to pupil
- Direct to information on support services

Monitor

Re-Assess

Maybe/No

Yes

Evidence

- Talk to pupil to explore the issue.
- Identify any immediate medical concern.
- Negotiate involvement of Parent/Carer.
- Offer support or referral to other agency.

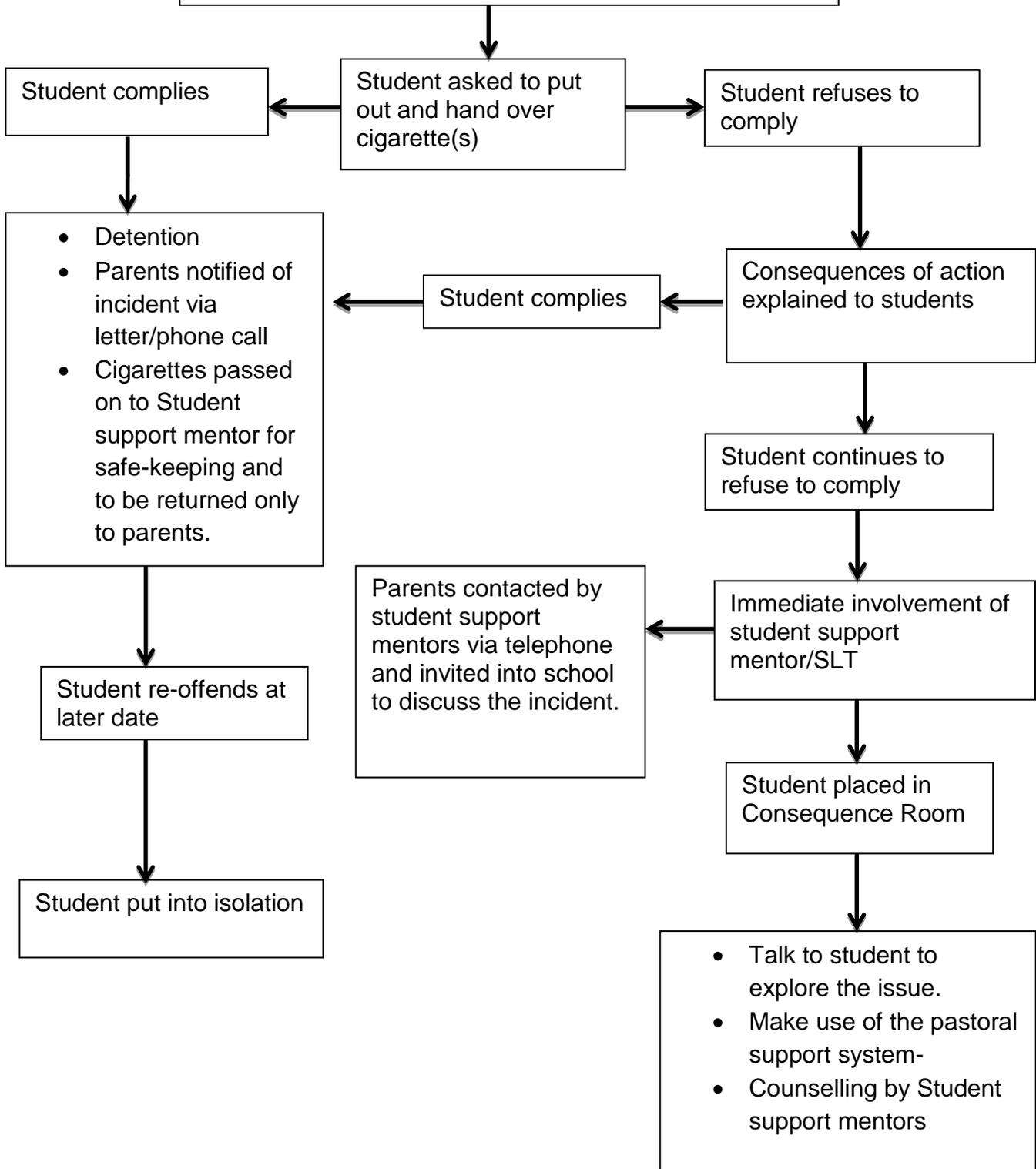
Accept

Refuse

Use pastoral support system as appropriate

- Apply child protection policy procedures.
- Contact Parent/Carer as appropriate.

SMOKING IN SCHOOL



SUPPLY CIGARETTES IN SCHOOL

Incident report to Student support mentors.
Student support mentors to investigate.

- Investigation to cover the following:
- Supplier to be asked to hand over all cigarettes in their possession
- Establish whether cigarettes have been given or stolen

If cigarettes have been given

If cigarettes have been sold

Follow same procedure as if students have been found smoking in school

- Follow same procedures as if students have been found smoking in school.
- Undertake more thorough investigation of origins of cigarettes.
- Negotiate involvement of Parent/Carer.

Disciplinary Procedures

➤ **Alcohol**

- Any pupil involved in a proven alcohol related incident will be subject to a fixed term external exclusion.
- Parents will be invited into school to discuss the incident with a member of the pastoral team. Pastoral support will be planned if appropriate.

➤ **Smoking and Tobacco**

- On the first occasion any pupil is caught smoking in and around school premises or on the way to and from school or is found to be in possession of cigarettes or tobacco in school, parents/carers will be notified by letter or phone and student will serve a period of Isolation.
- Any further smoking related offences will result in a fixed term exclusion.
- Persistent offenders will be subject to fixed period external exclusion.

➤ **Volatile Substances**

- Any pupil involved in a proven volatile substance related incident will be subject to a fixed term external exclusion.
- Parents will be invited into school to discuss the incident with a member of the pastoral team. Pastoral support will be planned if appropriate.

➤ **Use of drugs in school**

- Any pupil proven to be taking drugs in school will be subject to a fixed term external exclusion or permanent exclusion dependent upon the severity of the incident
- Any pupil found to repeat this offence may be excluded permanently.

➤ **Dealing drugs in or out of school**

- Any pupil proven to be dealing drugs in school or out of school will be subject to permanent exclusion.