



Drugs, Alcohol and Smoking Policy

A handwritten signature in black ink, appearing to read 'Parneet Kang'.

Parneet Kang
Principal

A handwritten signature in black ink, appearing to read 'William Holland'.

William Holland
Chair of Trustees

Written: September 2019
Review Date: September 2020
Reviewed: 2nd September 2020 – CGH

Introduction

Our school operates a Zero Tolerance approach to the Possession of Illegal Drugs and we will work proactively with our partners in the Criminal Justice Sector on all such matters

1. Drug Incidents and Situations

- Drugs or drugs paraphernalia found on school premises
- Students in possession of unauthorised drugs
- Students supplying unauthorised drugs
- Students under the influence of drugs
- Disclosure of drug use
- Illegitimate sale/supply of drugs in the school vicinity

2. Rationale

We wish to help all students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some prescription and medicated drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management, please reference ***“Administration of Medication Policy”***.

In order to be able to make informed choices, staff and students need to understand the nature of drugs, their social and legal status, their uses and effects.

3. Core Aims

Commitment - To support the school’s endeavour to maintain the safety and well-being of all students, staff and visitors

Opportunity - To support all the students by providing clear guidance and procedures on drug related issues to ensure clarity and consistency

Respect - To clarify legal responsibilities, entitlements and obligations

Excellence - To develop a whole school approach to drug education in the context of the curriculum

4. Guiding principles

- The Principal and SLT are responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after assessing the situation.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession may result in fixed term exclusion or in extreme circumstances a student may be subject to a permanent exclusion or a managed move to another school.
- Will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

- We will liaise with the Police to ensure a proportionate response to the type and quantity of possession of substances.

5. Key roles and responsibilities

Under the direction of the Headteacher, the Senior Leadership Team are responsible for drug related issues within the school.

6. Inclusive definition of drugs

A drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

7. Drug Education

- **Context** We will provide all students with drug education as an integral part of our Vertical Tutoring programme; the Personal, Social and Health Education (PSHE) and Citizenship programme, delivered in conjunction with the RE curriculum
- **Ethos** Drug education in our school aims to enable students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our students.
- **Content and delivery** Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of students. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.
- **Use of visitors and outside speakers** We use visitors to support our planned teacher led programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our students, however there may be occasion where a student is working with a member of the COMPASS drug support service. On these occasions, lone working will be facilitated.

8. Managing drug related incidents: routine arrangements

(See Appendix 1 for list of banned items):

- **Medicines** Please see the “Administration of Medication Policy”
- **Alcohol** Students are not allowed to bring alcohol onto the school site. Parents and visitors under the effects of alcohol will be asked to leave the premises for the safety of the whole school.
- **Tobacco** We are a no smoking site - indoors and outdoors, including vehicles - at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated.

- **Solvents:** The school will ensure that potentially hazardous substances are stored safely, please reference “CoSHH Policy”, and students will be supervised if it necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvent based products.
- **Illegal drugs** No illegal drugs are permitted to be brought on to, or used, shared or supplied on school premises.

9. Incidents

A drug related incident may include any of the following:

- A student who is suspected of being under the influence of a drug
- Finding drugs, or related paraphernalia on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use.

10. Procedures

- **Medical emergencies** If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at risk of immediate harm, medical help will be sought and first aid given if required. The priority will be the student’s safety.
- **Individuals in possession of drugs** If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, this is in accordance with Administration of Medication, First Aid and Riddor Policy. If the drug is suspected to be illegal, the school will contact the police and immediately hand over the drug. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of students will be informed and other professionals from the LA, Young Persons Substance Misuse Service (COMPASS), Youth Service, Police, School Health Service, Social Services, etc., may be informed or consulted as appropriate. Each incident will be dealt in conjunction with the schools Behaviour and Exclusion Policy.
- **Support for students** Following actions to preserve immediate safety, the health and emotional needs of students will be considered. Interventions will be considered if we feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or

that of their parent or carer. Such interventions may include CAF, Priority Family Referral, Social Care consultation and subsequent referral.

- **Recording** All incidents will be recorded, through the green form process. Information will be stored securely in the student's file, and reported accordingly to other professionals, parents and teaching staff.

11. Confidentiality

Complete secrecy can never be promised to a student, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a student discloses that they are using a drug without medical authorisation, action will be taken to ensure that the student comes to no serious harm if this is considered a significant risk.

Staff have a commitment to inform the student in advance of any disclosure of information to others and if possible enable the student to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures, staff need to carefully define and communicate the boundaries of confidentiality offered.

12. Needles/Sharps

Needles or syringes found on school premises will be removed and placed in a plastic screw top bottle or other suitable container. This will be placed in the domestic waste. If a significant number of syringes are found, we will consult the District Council for further advice on disposal.

13. Searches

The school will always seek consent and ensure that a second adult witness is present. Powers defined under the Education Act 2011 that enables staff to search without consent will only be used to ensure the protection of pupils and staff as a proportionate response to a given situation. This will only be conducted by certain recognised competent staff. Searches will be conducted in such a way as to minimize potential embarrassment and distress. Parents/Carers will be informed if a search has been conducted.

14. Personal Searches & Searches of Personal Property

When a person is suspected of concealing illegal or other unauthorised drugs, they will be asked to consent to a voluntary search which will be completed by a competent person. Where the individual refuses, and the drugs are believed to be illegal, and the school wishes to proceed along formal lines, the police will be called.

The school is not permitted to detain a person without their consent unless a citizen's arrest is made. However, consideration will be given to any dynamically changing situation and a search without consent may be considered by senior staff.

15.

16. Searches of School Property

Staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will always be sought. Individuals will be made aware that if consent is refused, the school may wish to proceed with a search. However, when consent is refused, we will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

17. Staff Conduct and Drugs

All incidents of allegations of drug misuse by staff must be directed to the Headteacher, or Assistant Head.

Guidance from Peninsular HR will be sought.

18. Managing Parents/Carers Under the Influence of Drugs

If a student is thought to be "at risk" or "in harm" by handing over to the parent, the school can, in extreme circumstances, refuse to hand over the student. This can only happen if in the opinion of staff and in conjunction with the school designated Child Protection officer or Deputy, the parent is in no fit state to take care of the student. The appropriate services will be notified immediately. The Child Protection office will need to record the situation and action(s) clearly, following local child protection procedures.

On occasion, the school might wish to discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

Police Involvement

19. Legal Drugs

The police will not normally be involved in incidents involving legal drugs, e.g. alcohol and tobacco. The school, where possible, will however inform Trading Standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances in the local area.

20. Illegal Drugs

The police will be contacted to dispose of any illegal drugs found on a person or on the school site. The name and contact details of the local police can be sought from the School Office.

21. Staff training and support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise.

22. Links to other policies

This policy has been written in accordance to the following policies;

- Health and Safety Policy
- Behaviour and Exclusion Policy
- Staff Code of Conduct

Appendix 1

Banned Items:

- Correction fluid e.g. Tipp-Ex
- Glass bottles
- Sugary high energy drinks
- All knives, airguns, fireworks, and any other potentially offensive weapons
- All smoking materials, including e-cigarettes
- All substances/materials open to abuse/misuse (i.e. drugs, solvents, other hazardous substances)
- All alcoholic drinks
- Drink cans
- All aerosol cans (including deodorants)
- Large sums of money (over £10) in cash form (these can be handed in for storage)
- Laser pens