

# The Aln Community Schools Federation

Applicable to The Duchess's Community High School

## Policy - Drugs

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### **Intention**

The over-riding intention of this policy is to ensure the well-being of the students in The Duchess's Community High School.

It is vital that all aspects of the policy are equally and effectively delivered and administered and that practices with regard to education, support, deterrence and sanction are offered as one cohesive whole.

The school will ensure that the policy is maintained and kept alive and that full processes of consultation are effectively executed.

The policy is intended to be inclusive – we want our students to be successful and we will work to ensure positive outcomes, being conscious of the potentially damaging effect that we can have on a young persons' future on the basis of decisions reached.

We recognise a need to provide balanced outcomes whenever a drug related situation occurs, addressing the needs of an individual and balancing those against the broader needs of the whole school community.

We recognise that we must reflect the Law in relation to drug related matters and that these should reflect in our whole thinking.

### **What is a Drug?**

A drug is any substance that affects the way in which the body functions physically, emotionally or mentally.

### **What drugs are covered by this policy?**

The policy covers all of the following:

- Medicines
- Tobacco
- Alcohol

Policy: Drugs

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- Solvents – glues, gasses, aerosols
- Legal drugs
- Illegal drugs
- New Psychoactive Substances (NPS)

### **What is the purpose of the policy?**

As has been stressed in the over-riding intentions of this policy, The Duchess's Community High School is committed to the health and safety of its members. It will take necessary action to safeguard the well-being its students, staff and visitors to the premises. The school acknowledges the importance of its pastoral role in the welfare of its students and, through the general caring and supportive ethos of the school, will seek to provide quality drug education and guidance both generally and to individual students where appropriate.

The policy aims to clarify the school's role in drug education and prevention and to provide information about procedures in response to any drug related incident for all staff, students, parents/carers, governors and visitors on to the school site.

### **Rationale**

Current research indicates that there is some drug usage (both legal and illegal) amongst young people and as part of the school's care and welfare of the students we believe we have a duty to inform and educate them about drug use. Drugs are a reality in children's lives and schools share responsibility with parents and the community to educate students about the risks and consequences of drug use and misuse and to encourage them to make healthy informed choices. Alcohol education is a specific priority for us.

### **To Whom Does the Policy Apply?**

This policy applies to school students, all staff, parents and other visitors on site.

### **Where Does the Policy Apply?**

This policy applies at all times when staff are acting in loco parentis this includes educational visits in line with the Schools Educational Visits Policy/[County Guidelines on visits off site](#). The policy applies to students in alternative education provision arranged by the school. The policy applies to students travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours.

Organisers of any after school events will be made aware, through the School of the policy and their responsibility to implement it.

### **What responsibilities do people have in relation to the policy?**

**Headteacher** – the Headteacher takes overall responsibility for providing a safe place of work for all staff and students and as such takes delegated responsibility for this policy, its implementation and for liaison with the Governing Body, Parents, Local Authority, media

and appropriate outside agencies in the event of a drug related incident. Students who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies.

**Governors** – as part of their general responsibilities for the management of the school the governors play a key role in the setting of the school’s policy for drug education and prevention (as referenced in [DfE and ACPO drug advice for schools - 2012](#) ). They will continue their involvement through regular evaluation of the policy.

The named lead Governor with responsibility for this policy is **Mrs L Bosanquet**.

**Drug Education Coordinator (DEC)** – Will assume responsibility for coordinating all drug related matters in school. He/she will liaise closely with the Headteacher, Pastoral Team and support agencies in fulfilling the role.

The DEC at The Duchess’s Community High School is **Mr A Rogers**, supported by Directors of Learning. In their absence the Headteacher will assume responsibility.

**All Staff** – Drug prevention is a whole school issue. All staff, both teaching and support, should be aware of the policy and how it relates to them should they have to deal with a drug related incident. This includes lunchtime supervisors, site managers and cleaning staff. If they have any queries or training requirements these should be made known to the DEC.

At present, the following staff have completed training in Drug and Alcohol Awareness:

Mr A Rogers	Substance Misuse Awareness Training
Mrs E Gair	Substance Misuse Awareness Training
Mr C Routledge	Substance Misuse Awareness Training
Mrs A-M Carter	Substance Misuse Awareness Training

**Site Manager** –The school has discussed the disposal of drug paraphernalia with the site manager and every effort will be made to ensure the school grounds are kept free of any such materials. In the case of needles and syringes they will be placed in a secure container, using gloves. The use of bottles or cans for the storage of needles is not appropriate. The school will then contact the local police or environmental health to discuss disposal of the paraphernalia. Any paraphernalia found will be reported to the DEC and a log made on to CPOMS.

**Parents** – Parents are encouraged to support the school’s drug education programme and have access to this policy. They are responsible for ensuring that the guidelines relating to medication in schools are followed. The school will play its part in ensuring that parents have up to date information regarding drugs. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this appropriately.

**Others within school, e.g. volunteers, parent/carers, helpers etc.** - Drug prevention is a whole school issue. Visitors working on the school site should be aware of the policy and how it relates to them.

## **Drug Education**

Drug education is a vital part of the whole process. It is essential that students are provided with the necessary facts with which to make informed choices.

Some aspects of this are covered within the science curriculum and others in timetabled Tutor Periods. There will also be specific events that will place a focus on aspects of this policy e.g. No-Smoking Day Activity, Drugs and Alcohol Awareness day.

## **Aims and Objectives**

Drugs Education aims to:

1. Encourage self-awareness, self-confidence, self-esteem and self-respect
2. Respect, appreciate and applaud individuality
3. Encourage the individual to consider the consequences of any decision they may make
4. Consider reasons why people become involved in drug misuse
5. Provide factual information on a range of substances including alcohol and tobacco
6. Challenge attitudes with regard to different substances, especially alcohol and tobacco
7. Encourage an awareness of the social and economic aspect relating to drug misuse
8. Consider the potential impact of drug misuse for the individual, friends and family
9. Develop an understanding of the Law in relation to drugs
10. Provide knowledge and skills to identify support agencies as appropriate.

## **Guidelines**

The school recognises that all students are likely to know something about drugs, although this knowledge may be inaccurate, incomplete or based on myth. The school will strive to use students existing knowledge, beliefs, experiences and their views on what should be included in their drug education as a baseline for the development of the programme. Inclusion of this information ensures that the content is credible and relevant and it provides the baseline against which the programme can be evaluated.

The school acknowledges that special consideration must be given to particular groups of young people, including students with special educational needs, students whose

parents/carers or relatives use drugs, students who have missed substantial amounts of schooling, students vulnerable to drug misuse. The school will ensure an appropriate focus is placed on drug education for these groups and where appropriate will provide targeted interventions that may involve the use of external agencies to enhance delivery.

The drugs education programme will be supported by a range of individuals representing many local agencies including School Nurse, Local Authority staff, SORTED (Northumberland's Substance Misuse Service for young people – under 18's) and local police officers.

Class teachers will always maintain responsibility for the delivery of an overall drug education programme and external contributors will be used to enhance lessons not as a substitute teacher. When using external contributors the school will ensure that the sessions are pre planned and that the school will adhere to their visitor guidelines/the [DfE statutory guidance - Keeping Children Safe in Education](#)

### **Assessment, Monitoring, Evaluation and Review**

The elements of drug education delivered as part of the science curriculum will be assessed in accordance with National Curriculum requirements. The learning from other elements of drug education will be assessed as part of overall PSHE (Personal, Social and Health Education) provision. The school will use a variety of methods to assess drug education and will not concentrate solely on the knowledge gained.

### **Managing A Drug Related Incident**

This section of the policy provides the framework of procedures for dealing with an incident, in line with the [DfE and ACPO drug advice for schools \(2014\)](#). The primary concern of the school is the care and welfare of the students and, as such will seek to balance the safety and security of the school with the needs of students.

The member of staff responsible for coordinating the school's response to drug incidents is **Mr A Rogers**, supported by Directors of Learning.

Searching and Confiscation – Advice on searching and confiscations can be found in [Screening, searching and confiscation; advice for head teachers, staff and governing bodies \(2014\)](#).

Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

General power to confiscate – Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. **This may include electronic cigarettes and other vapourising devices.** If staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Involving parents/carers and dealing with complaints – Schools are not required to inform parents/carers before a search takes place or to seek their consent to search their child. We would normally inform the individual student's parents/carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

Legal drugs – The police will not normally need to be involved in incidents involving legal drugs, but schools are advised to inform trading standards or police about the inappropriate sale or supply of age restricted products such as tobacco, alcohol and volatile substances to students in the local area. Trading Standards can be contacted on 01670 623870 and information may be left anonymously. The NPS Act which came into force on 26th May 2016 has made all NPS illegal to produce, supply, offer to supply or possess with intent to supply (NPS – New Psychoactive Substances).

Controlled drugs – In taking temporary possession and disposing of suspected controlled drugs we aim to

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols – see section entitled A Positive Approach: Northumberland protocols for managing drug related incidents. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken.**
- Record full details of the incident onto CPOMS.
- Inform parents/carers, **unless this is deemed not to be in the best interests of the student**
- Identify any safeguarding concerns and develop a support and disciplinary response.

Drug Dogs and Drug Testing – The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence of the presence of drugs on school premises.

## **School Rules In Relation To Drug Related Incidents (These rules also apply to school visits)**

### **Medicines**

The secretary will record medicines in a book and will administer these to students according to the prescription. Medicines will be kept in a secure locker in the school medical room.

Students who have medicines on their person e.g. inhalers must inform the office staff that they are carrying them in school. Details will be recorded for monitoring and reference purposes.

Staff/Visitors who bring over the counter or prescribed drugs into school for their own use must take a personal responsibility to ensure that they are always kept safely away from students.

### **Tobacco**

**The school is a smoke free site. Students are not allowed to smoke in school or within the vicinity of school.**

This rule also applies to school visits and trips.

Anyone caught smoking will serve a senior detention and their parent(s)/carers will be informed. The Director of Learning may arrange for the students to have some health related education/support from the school nurse and/or a member of the smoking cessation team.

### **Alcohol**

**The possession or consumption of alcohol by students is banned.**

This also applies to all school functions and trips (unless students are 18 and show ID).

Students who are clearly under the influence of alcohol may be dealt with in a number of ways:

If the situation warrants it, the student may be taken to A&E. Parent(s)/guardian would be immediately informed.

If there is a suspicion that a student has been drinking alcohol the parent will be called and the student removed from the school premises. An appropriate sanction will also be applied, possibly including a fixed term exclusion from school.

Support from the school nurse or agency may be appropriate. It would certainly be necessary to clarify reasons for the intoxication and follow this up in an appropriate manner.

### **Using alcoholic drink at fund-raising events**

Alcohol may be made available for some school social functions and meetings. It will never be offered to under 18 students who are members of the school. It will always be kept in a secure place prior to the event. Students should never be used to serve alcoholic drinks.

### **Solvents**

The school will ensure that potentially harmful substances, including aerosols, are stored safely and students supervised carefully in the event of them being used in the course of the school day. The site managers will monitor this.

### **Illegal Substances**

**No illegal or illicit substances should be brought to school or used on school premises.**

Students who are caught in possession or who have been identified as having supplied illegal drugs to other students would face an immediate two to five day exclusion from school. This would be documented in a letter to the parent(s)/carer. During this period of exclusion, a thorough investigation of the matter would take place. This should, wherever possible, involve the DEC and any students/staff as appropriate. Once the incident has been investigated further adjustment of the exclusion may be necessary, including up to permanent exclusion.

On return to school any student who has been involved in a drug related incident would be entitled to support and guidance at an appropriate level such as the Northumberland young people's substance misuse service.

If a decision is made to exclude a student, all actions will be in line with the [DfE Guidance - Exclusion from Maintained Schools, Academies and Pupil Referral Units in England](#).

### **Management of drugs at school**

In the event of a drug related incident occurring on school premises the school will follow Local Authority guidelines: 'A Positive Approach – A protocol for managing drug, alcohol, and volatile substance related incidents in school'.

### **What constitutes a Drug Related Incident?**

These may be categorised as follows (see following page):

## **Summary of Protocols to be followed by all staff for managing drug, alcohol, volatile substance related incidents in schools (based on Local Authority guidance):**

Student suspected of involvement in drug incident on school premises (including school grounds): If required telephone appropriate agency to seek advice: Schools Drug Education Co-ordinator 01670 622738, Sorted 01670 500150. Schools, through their SDEC, may also wish to contact their Neighbourhood Police Team. Wherever possible complete an incident report onto CPOMS. Co-ordination is the responsibility of the DEC or if unavailable any member of the Leadership Team or Director of Learning. Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice, see details above. All Paperwork on incidents to be kept centrally/archived by the Pastoral Administrators.

Students (identified/not identified) suspected/reported of involvement in drugs incidents off school premises but during the school day: If required telephone appropriate agency to seek advice. Schools, through their SDEC, may also wish to contact their Neighbourhood Police Team. Wherever possible complete an incident report onto CPOMS. Co-ordinate any in-school follow up, if required, by telephoning appropriate agency to seek further advice. Co-ordination is the responsibility of the DEC or if unavailable any member of the Leadership Team or Director of Learning. Paperwork on incidents to be kept centrally/archived by the Pastoral Administrators.

Student presenting intoxicated on school premises – alcohol/volatile substance/medicines: Seek medical advice where necessary. Contact parent/carer to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident. Co-ordination is the responsibility of the DEC or if unavailable any member of the Leadership Team or Director of Learning. Paperwork on incidents to be kept centrally/archived by the Pastoral Administrators. Wherever possible complete an incident report onto CPOMS. Take action to offer relevant support e.g. Sorted 01670 500150.

Student presenting intoxicated on school premises – drugs classified in the Misuse of Drugs Act 1971 and New Psychoactive Substances (NPS): Seek medical advice where necessary. Contact parents/carers to remove student on health and safety grounds. If student displays threatening or disorderly behaviour and police support is required urgently, ring 999 and report incident. Co-ordination is the responsibility of the DEC or if unavailable any member of the Leadership Team or Director of Learning. Paperwork on incidents to be kept centrally/archived by the Pastoral Administrators. Wherever possible complete an incident report onto CPOMS. Take action to offer relevant support e.g. Sorted 01670 500150

Student found in possession and/or supplying drugs on school premises: Students should be encouraged to hand over drugs in their possession. Where at all possible take

possession of the drugs involved and store securely in a drug evidence bag. **Police action required due to potential criminal offence.** Contact police on 101 to report incident. Schools do not have to report the identity of the student. Seek co-operation from student to remain on school premises. If they refuse, update police on 101 using incident number or call 999 in an emergency. Police will attend incident at school and remove drug evidence bag from premises. Schools must make a referral to Sorted 01670 500150. Co-ordination is the responsibility of the DEC or if unavailable any member of the Leadership Team or Director of Learning. Wherever possible complete an incident report onto CPOMS. CPOMS to be monitored centrally by the Pastoral Administrators. Any further in-school follow up can be discussed by calling the Schools Drug Education Co-ordinator 01670 622738.

Staff member or visitor suspected of involvement in drug incident on school premises: Drug legislation and school policy applies to all school staff, governors and visitors, including parents/carers. In relation to school staff involved in a drug related incident, apply [Northumberland Workforce Health and Wellbeing Alcohol and Drugs Policy \(2013\)](#) If a visitor presents safeguarding issues, disorder or violent behaviour contact police immediately.

Dealing with parents/carers under the influence of drugs on the school premises: When staff are at all concerned they should maintain a calm atmosphere whilst attempting to continue discussion with the parent/carer. If they are there to take a student home staff will discuss alternative arrangements to ensure the student will remain safe. The safety of the student should be the key focus at all times. Any such incidents must be recorded and if they occur repeatedly or if the parent becomes abusive or violent the school will invoke safeguarding children procedures and may inform the police.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people's needs in relation to drug use will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will take a wide range of responses into consideration.

If a decision is made to exclude a student, all actions must be in line with the DfE Guidance - [Exclusion from Maintained schools, academies and pupil referral units in England](#)

### **Pastoral Support**

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the wellbeing of students. To reinforce this any actions taken will be in line with the **school's behaviour policy.**

Where appropriate the school will consider the use of an [Early Help Assessment \(EHA\)](#) to assess the needs of the young person and to access multi-agency support where required. In all cases involving drugs, the pupil and their family will be offered help and support from the school or from partnership agencies such as SORTED 01670 500150.

### **Limits of Confidentiality**

Where a member of staff is questioning a student, no guarantee of confidentiality can be given. This should be made clear to the student at the outset of the conversation. Information regarding a student's involvement in a drug related incident might be pertinent to other agencies involved in the student's care e.g. Youth Offending Service, Northumberland Adolescent Service, Looked After Children Team. Information should be shared in line with existing information sharing protocols

Any disclosures will be dealt with in line with the school's **Confidentiality Policy**.

### **Dealing with the Media**

This policy is made available to the wider school community – parents/carers, students, governors and staff. Any requests by the media for information regarding drug related incidents should be directed via the Headteacher to the Communications Business Partner – 01670 620076

## **Sanctions**

There are no clear guidelines for sanctions that may be applied in any circumstance.

ALL illegal drug-related activity (including alcohol) will be subject to an immediate two to five day exclusion, and the parents will be informed unless confidentiality rules or child protection issues deem otherwise.

During this period thorough investigations will be carried out and consultation will take place with the parents and whatever agencies are deemed to be appropriate. These may include the school nurse, SORTED, the school support and Pastoral teams and the police. The student and parents will also be involved in the discussions.

The initial exclusion may be extended, depending on the outcome of the investigations.

Some **guidelines** are:

Possession	5-day exclusion
Supply, Second offence of possession	10-day exclusion
Supply, third offence of possession	Permanent exclusion

These are examples only and the length of the exclusion period will depend on the circumstances and the class and quantity of drug involved.

In every case the student and parents/carers involved will receive information and support so that the exclusion period can be not only an effective deterrent but also a positive step towards change in the student's behaviour.

The school acknowledges that any response taken to deal with drug related issues must balance the needs of the individual with those of the wider school community. Information regarding young people's needs, in relation to drug use, will come from a variety of sources not just as a response to an incident. The school will carefully examine all evidence before proceeding with any action and will use a wide range of responses take into consideration.

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<b>Changed by</b>	<b>Revision Date</b>		
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KG	20/9/16 – minor amendments to reflect changes in staffing	1.2	Posted to DCHS website 27/9/16 Circulated to all staff – SB 30/9/16
MRH	5/1/2017 – minor updates following advice from LA including updating named link documents	1.3	Accepted by key Governors for Chair's Action – 06/02/17 Circulated to all Governors – 06/02/17 Circulated to all Staff – 06/02/17 Posted to DCHS website – 06/02/17
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