

## Drug and Substance Abuse Policy

Date approved:	29 April 2015
Review cycle/date:	Every 3 years: April 2018
Party responsible:	Student Committee
Linked policies:	Behaviour Policy, Citizenship Policy

### Purpose

The governing body has a whole-school approach to drugs and substance abuse as part of its commitment to promoting a healthy organisation. This policy aims to enable students to make informed choices by increasing their knowledge and providing opportunities for them to explore their own and others' attitudes.

To protect the safety and wellbeing of all students and staff, drugs must not be possessed or bought, sold, or otherwise obtained on school premises or during the school day, including when students are on school visits. The policy and procedures apply to all adults working at and for the school. Individual exceptions will be made for students and staff who need to take prescribed medicines.

### Aims

The headteacher will ensure that:

- A planned drug education programme is provided as part of learning in PSHE and science that reflects knowledge and understanding, attitudes and personal and social skills
- Staff are provided with appropriate training and guidance so that they are confident and skilled to teach drug education and to respond to drug-related incidents
- Students are aware of the rules and laws on drugs and of the consequences of breaking them
- Clear procedures are in place for responding to drug-related incidents
- Students who have a concern about drugs are provided with support
- Sanctions for incidents are consistent with the school's behaviour and discipline policies
- The school actively co-operates with other agencies such as community police, social services, the LA and health and drug agencies.

All staff are expected to:

- Report incidents of drug misuse to the headteacher
- Promote positive attitudes towards healthy lifestyles
- Enable young people to identify sources of appropriate personal support.

All teachers are expected to:

- Implement the drug education programme and attend associated training to increase their understanding of the implications and possible consequences of use and misuse
- Enable students to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising personal skills to resist peer group pressure, and help friends and relatives involved in drug misuse
- Provide accurate information about substances
- Widen their own and the students' understanding of related health and social issues, e.g. crime, sex, HIV etc.

Students are expected to:

- Avoid using illegal drugs
- Alert the staff to any drug-related incidents on or around the school site.

Parents/carers will be encouraged to:

- Endorse the school's approach to drugs education
- Work in partnership with the school to overcome the misuse of drugs.

The governing body will ensure that its members are well-informed about the drug education programme, the potential for drug abuse and how to respond to drug-related incidents.

### **Monitoring and evaluation**

The headteacher, or delegated person will report to the governing body at least once a year on the programme for teaching about drugs, the number and nature of drug-related incidents, and the outcomes of any disciplinary proceedings. These will be analysed by gender, ethnicity and year group and compared with previous years. The policy will be reviewed every 3 years.

## PROCEDURES

The actions outlined here refer to both substance abuse (both illegal and prescribed drugs) and substance misuse (legally obtained substances which when abused can produce an intoxication or hallucinogenic effect). Any action taken should balance the:

- Protection of the student
- Protection of other students
- Needs of the drug user
- The reputation of the school

### Dealing with an incident

Disclosure of substance abuse, whether on or off site.

- If in doubt, don't ignore it
- Check the safety of the abuser
- Write down details, names and times and any specific observations
- Inform a member of the Leadership Team
- Participate and assist in any subsequent action
- A member of the Leadership Team will carry out an investigation
- If suspicions are substantiated, parents will be informed and further action considered

### Discovery of drugs or suspicious substances

- There are two circumstances when harmful or illegal drugs/substances may be legally removed:
  - From a place within the school's jurisdiction;
  - From a person within the school's jurisdiction.
- If possible, remove the substance in the presence of a witness. Do not let other students touch the drug. Do not use bare hands to remove tablets or used syringes (because of health hazards).
- If possible, remove the drugs from the student in the presence of a witness.
- Always remove the drug and record the time, place and circumstances that this occurred.
- Do not investigate the substance but record the size, number and appearance.
- Ask the witness to countersign your record.
- Pass the case immediately to a member of the Leadership Team.
- The Headteacher or a delegated member of the Leadership Team will then decide on the appropriate course of action to be taken.
- It is open to a member of staff to search the student's possessions, where there is reasonable cause to believe that they contain unlawful items, including illegal drugs. This should always take place in front of a witness.
- Similarly, where a student is suspected of concealing illegal substances on their person, every effort should be made to secure voluntary production of any unlawful substances, for example, asking them to turn out their pockets. This, too, should be in front of a witness. A teacher should never make physical searches and, if a student refuses to hand over substances voluntarily, the student should be isolated from other students and supervised continuously.

## **Staff action**

If a student is displaying obvious signs of drug abuse, by being over-active, woozy, uncoordinated or unconscious, staff should:

- **Always send for a trained first aider.**
- Refer the matter to a senior member of staff
- Make a written report of the incident, with full details, and hand any substances as soon as possible to a member of the Leadership Team.

Further action will then depend on:

- Whether the substance is a controlled drug (suspicion over any substance will result in consulting the police)
- Whether the incident involves possession, use or supplying the drug
- Whether this is a first incident or not
- The personal circumstances of the student involved

Further action may include:

- Notifying the police
- Following the Child Protection Procedures
- Fixed Term Exclusion, ensuring educational entitlement
- Notifying the governing body
- Permanent exclusion (see Exclusion Policy)
- An insistence on the student following a drug support programme
- Use of outside agencies

## **Confidentiality**

- It is not considered to be of benefit either to the student involved, or to other students in the school, to publicise the names of those involved in any such incident. During all procedures outlined above, the names of those involved will be kept as confidential as is felt necessary.
- Any contact from the media will be handled solely by the Headteacher or a member of the Leadership Team.