



Kingdown School

Believe | Aspire | Achieve

SUBSTANCE MISUSE POLICY

Adopted by Governing Body – not required – School policy

Last amended **March 2018**

By **David Richardson**

For review **Every 3 years**

RATIONALE

"There will still be some young people of school age who choose to experiment with illegal drugs even if they have both the knowledge of the risks and the skills to resist peer pressure. Schools therefore need clear policies and procedures for dealing with drug-related incidents on school premises and for working with other services concerned with young people to offer appropriate advice and support."

DfE Circular 4/95

The Dfe and ACPO Drug Advice for Schools (2012) states that:

As part of the statutory duty on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's Drug Strategy 2010 ensures that school staff have the information, advice and power to:

- Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service;
- Tackle problem behaviour in schools, with wider powers of search and confiscation;
- Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.

PURPOSE

To safeguard all pupils in the School.

To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.

To provide accurate information about substances.

To increase understanding about the implications and possible consequences of substance use and misuse.

To widen understanding about related health and social issues, e.g. crime, HIV and Aids.

To seek to minimise the risks that potential users face.

To enable young people to identify sources of appropriate support, including the relevant agencies.

To create an atmosphere in which the use of substances on the school premises is unacceptable.

GUIDELINES

1. Definition

Substance misuse is a term encompassing all mind-altering substances, commonly referred to as "drugs", and includes other legal substances such as solvents, tobacco and alcohol.

2. Ethos and Principles

- The School is committed to the health and safety of its pupils and will take action to safeguard their well-being.
- Fundamental to the School's values and practice is the principle of sharing the responsibility for education of young people with parents by keeping them informed and involved at all times. Effective communication and co-operation are essential to the implementation of this policy.

- The School acknowledges the importance of its pastoral role in the welfare of young people, and through its general ethos, will seek to persuade pupils in need of support to come forward.

3. Curriculum

The School believes it has a duty to inform and educate young people about the consequences of drug misuse. The School takes a pro-active stance on this matter, believing that health education is a vital part of the Personal, Social and Health Education of every pupil.

Students will be educated on these matters through the taught curriculum (mainly through PSHE and Science), the informal curriculum and through opportunities for extra - curricular activities. Education on substance issues also takes place through the whole-school tutor theme and assemblies for all students.

4. Personnel

- The School actively co-operates with outside agencies such as the Police, Social Services and Health & Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse. Where appropriate and required, drugs agencies such as Motiv8 may send support workers to hold appointments with individual students during school time. This is usually where the need has been identified by GPs, School Health Nurses or Community Pediatricians.
- The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.
- The Headteacher will take responsibility for liaison with the media where appropriate.
- The Governing Body will be involved in substance education and substance-related incidents in the same manner as any other matter concerning the direction of the school
- While the Headteacher has ultimate responsibility for implementation of the policy the Pastoral Assistant Headteachers have day to day responsibility.
- As clearly stated in the School rules, cigarettes, alcohol and illegal substances are strictly forbidden in school. In responding to incidents involving cigarettes, alcohol and illegal substances, the appropriate school procedures will be followed.

5. School Procedures

Staff who become aware of difficulties or incidents involving pupils and drugs should inform the Pastoral Team. Staff in referral will then notify the Headteacher and/or the designated teachers. The response will depend on the type and degree of risk, with some situations requiring immediate action. Immediate action is needed when there is a clear risk of safety, for example:

- An adult collecting a child or young person appears to be under the influence of drink or drugs;
Action: apply agreed child protection procedures; involve the police if the adult is aggressive.

- A child or your person/adult appears ill or unsafe as a result of substance misuse;
Action: obtain medical advice, note relevant facts and inform parent/carer.
- Substances are being supplied on, or near premises;
Action: contact police
- There is ready access to controlled drugs;
Action: contact police
- The premises have potentially hazardous substance misuse related litter e.g. needles, syringes;
Action: arrange safe removal of litter according to Health and Safety policy; involve police if related to illegal substance misuse.
- Substance misusers behaving aggressively;
Action: seek urgent police assistance to remove.
- A child/young person discloses that they are misusing drugs or their parent or other family members are misusing drugs;
Action: contact social services or specialist substance misuse service for advice on how to respond.

Less immediate action e.g. observation, interview, consultation with other agencies, continued monitoring, may be appropriate when there are for example:

- Generalised allegations or concerns about a particular child/young person or family;
- Refuted/inconsistent disclosures;
- Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances);
- Concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property.
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel.
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.
- Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services.

6. Surrender of illegal drugs: some students will offer to voluntarily surrender illegal drugs, particularly if offered anonymity. If this happens, the student

should then be warned that it is School policy to inform parents in each case. There is no obligation to report possession to other agencies, but this may be necessary in cases of drug dealing or harm to others. No drugs should be confiscated if there is a possibility that this could hamper a police investigation. If drugs are surrendered, they must be clearly labelled and sealed with self-adhesive tape into a robust envelope, with the time, date and name of member of staff taking charge of the drugs marked clearly on the outside. These must be handed to the Headteacher or the Pastoral Assistant Headteachers as soon as reasonably practical. The local police should be consulted on disposal.

7. Protocol for the investigation of drug incidents

When school staff are made aware that students are likely to be in possession of, or attempting to trade, illegal drugs on school premises then the following protocol should be followed:

- **Quality of information:** The School should attempt to assess the quality of the information:
 - Is the source of information thought to be reliable?
 - Are there any other motives for giving this information?
 - Is the source of information prepared to pass this information without it being anonymous?
 - Is the information based on direct observation or hearsay?
 - Would the source wish to remain confidential?

NB – it is only necessary for the information to appear to be reliable. It does not need to be proven in advance.

8. Searches of student property e.g. bags, coats etc... (taken from DfE Guidelines 2004)

During the investigation:

- The School will ensure that a second adult witness is present. If this is refused they will need to consider whether to call the police.
- During the investigation the student(s) should always be accompanied and never left alone.
- Searches will be conducted in such a way as to minimise potential embarrassment or distress.
- **Personal searches:** when a person is suspected of concealing illegal or other unauthorised drugs it is not appropriate for a member of staff to carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the police must be called. The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest. Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

- **Searches of school property:** staff may search school property if they believe drugs to be stored there.
- **Contact with parents:** there should be a reasonable attempt to contact parents to inform that a search will be taking place. Parents do not have the right to prevent such a search nor to delay it unduly. The police are limited in their powers to detain a person in advance of a search. If parents can be contacted and are able to attend the school site, they should be escorted to the room in which the search is to take place.
- **Contact with Police Officers:** when information is passed to the police station, a search should be requested. Only as a last resort, or if there is a need to conduct the search swiftly, should uniformed officers attend the school site. On attending, officers should be briefed as to the nature of the allegation and the confidence in the source of information. They should be escorted to the room in which the search is to take place. If the child is already detained, they should then be escorted to this room for the search to be conducted. If the parents are not present a member of school staff (teaching or non-teaching) must be present throughout the search. Note that although some questioning associated with the search is allowable, no formal interview must be permitted unless parents are present. It is very unlikely that such an interview would take place on school premises. If the student must be collected from a teaching room or other area within the school, wherever possible this should be done by two adults. Staff should be wary of any attempt of the student to escape to jettison drugs, or attempt to pass drugs to any other students either in the classroom or on the way to the search.

Sniffer dogs will only be used by police if there are reasonable grounds to suspect that a person (or group of people) is in possession of controlled drugs. Random searches using sniffer dogs will not be undertaken. If a sniffer dog indicates that a person is carrying drugs, this will lead to a more thorough personal search. Students' parents would be contacted as described above.

9. **Out of School procedure:**

The School has no role in dealing with drug incidents outside school hours and premises other than:

- On school trips and visits, when the same rules and procedures should be applied as far as is reasonable and practicable.
- To the extent that the effect of some substances may persist into school time
- By passing information onto relevant agencies when the safety or wellbeing of students is threatened
- To assist police in preventing the use of land surrounding the school for drug trading.

On residential trips with sixth form students, staff must not allow students to use alcohol unless

1. The student is over 18 and agrees that alcohol usage will be responsible, or
2. The alcohol is a maximum of two units of wine, beer or cider consumed with a meal in a restaurant and
 - a. the student is over 16, and
 - b. there is parental consent
3. The above guidelines are consistent with local laws and legislation.

10. After an Incident

It is not the role of the School to provide medical care to those under the influence of drink or drugs. If a child is at risk because of impaired mental state, parents should be contacted and required to take control of their child. Failing that, any emergency contact could be asked to assist. Failing that, social services and police can be called for advice.

A child must not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from drink or drugs. If necessary, reasonable force may be used to restrain the child. Any employee is authorised to use force in these circumstances.

It is important that each case be documented fully as soon as possible after the incident and in any case within 24 hours. Parents/guardians must be informed.

11. Sanctions

- Each incident will be considered on its own merit.
- In deciding on appropriate sanctions the Headteacher will give suitable consideration both to the pupil involved and to the welfare of other pupils in the school.
- Where a pupil is found to be smoking tobacco or consuming alcohol on site (or in possession of smoking materials or alcohol), the usual sanction will be a detention. (All smoking materials or alcohol will be confiscated).
- Repeated offenders will be required to attend break time detentions or be internally excluded.

12. Informing parents

Parents should be informed of any drug related incident unless:

- There are child protection concerns.
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the child for another reason.

Parents would normally be contacted directly by telephone in the event of proven drug usage. If it is suspected but not proven, the agreed police protocol should be implemented.

13. Confiscation and disposal of other unauthorised drugs

Other unauthorised drugs will be confiscated and disposed of in the presence of two adult witnesses.

- **Alcohol and tobacco:** Parents should be informed and given the opportunity to collect the alcohol or tobacco, unless this would jeopardise the safety of the child.
- **Volatile substances:** Given the level of danger posed by volatile substances schools may arrange for their safe disposal. Small amounts may be placed in a bin to which students do not have access, e.g. a bin within a locked cupboard.
- **Medicines:** Disposal of medicines held at school is covered in the school's medicine policy

14. Disposal of drug paraphernalia

Needles or syringes found on school premises should be placed in a sturdy, secure container e.g. a tin with a lid, using gloves. Soft drink cans or plastic bottles should not be used. Used needles and syringes should not be disposed of in domestic waste. If incidents of finding needles are high then the School will obtain a properly constructed sharps container, which will be kept out of the reach of students.