

# SPALDING HIGH SCHOOL



## DRUGS EDUCATION AND INCIDENTS MANAGEMENT POLICY

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<b>HEADMISTRESS:</b>	<b>Mrs M ANDERSON</b>
<b>DESIGNATED SAFEGUARDING LEAD:</b>	<b>Mrs L RAY</b>
<b>LINK GOVERNOR (SAFEGUARDING):</b>	<b>Mr E FRAGALE</b>
<b>DATE AGREED:</b>	<b>June 2019</b>
<b>REVIEW FREQUENCY:</b>	<b>Biennial</b>

### Executive Summary:

This policy sets out the statutory regulations and government/Local Authority advice regarding drugs related incidents in school and how the school and its staff will respond to such incidents. It also outlines the drugs education programmes at SHS. It has been written in line with Lincolnshire Safeguarding Children Board's Model Drugs Policy 2016 and DfE and ACPO drug advice for schools 2012.

### Related Policies:

- Administration of medicines & First Aid
- Behaviour For Learning Policy
- Child Protection Policy
- Complaints Policy
- Equalities & Diversity Policy
- Health & Safety Policy
- Medical Needs Policy
- PED & Mobile Phone Policy
- PSHCE Policy
- Pastoral Support Plan Policy
- Safeguarding Policy
- LCC Staff Code of Conduct

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**Chair of Governors**

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**Date**

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**Headmistress**

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**Date**

## **Section 1: Introduction**

- 1.1 This policy has been developed to meet the requirements of the DFE & ACPO Drug Advice for Schools 2012 and the Lincolnshire Agreed Procedures for Drugs Related Incidents in Schools. This policy has been adapted from the Lincolnshire County Council Model Policy for Drug Incident Management in Schools.
- 1.2 We have developed this policy to suit the needs of our school and to achieve this we have consulted with the School community including students, parents, staff, governors and partner agencies.
- 1.3 A copy of this policy will be made available on the School website and the Staff Common Room Notice Board. In addition, electronic copies will be held in Tdrive/whole school/school policies/updated policies.
- 1.4 We take a whole school approach to drugs and are committed to the health and safety of all of its students and staff and believes that we have a duty to support and safeguard their well-being.
- 1.5 The School condones neither the misuse of drugs by its students and staff nor the illegal supply of drugs and will work closely with our local Police Officers and PSCO.
- 1.6 The School believes in the importance of an effective drugs education programme in ensuring that our staff and students are aware of the impacts and consequences of drug misuse and supply. Our drugs education programme is delivered mainly (see 3.1) through our PSHCE programme and staff training.
- 1.7 The School values the importance of its pastoral structures for staff and students in ensuring that all members of the school community are supported. Early identification of those at risk is a crucial part of this support as is early involvement of parents/carers and appropriate partner agencies.
- 1.8 At SHS we respond rapidly to ensure that drug incident management is effectively and strategically implemented. The SLT, Heads of Year and Pastoral support team work together to ensure the fast and efficient response to any drug related incident.

## **Section 2: Definitions**

- 2.1 The definition of drugs in this policy is the definition given by the United Nations Office on Drugs and Crime: 'A substance people take to change the way they feel, think or behave.' 'Drug use' describes drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems. 'Drug misuse' is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumptions and/or dependence.
- 2.2 Throughout this policy, the term 'drugs' is used to refer to all of the following:
  - Legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (solvents), poppers and psychoactive drugs ('Legal highs');
  - Misuse of over the counter and prescription medicines;
  - Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including ecstasy, cannabis, crack/cocaine, ketamine, Khat, heroin and LSD;
  - And other drugs such as anabolic steroids.
- 2.3 The School boundaries are defined as any area where a student/staff is whilst she or he is in the charge/duty of the School. Normally this means any area within the perimeter fence of the School. During any outside activities, residentials, trips, excursions, clubs etc. it means anywhere where the student/staff is in the charge/duty of the School, whether this is within or outside school hours. It also applies to students on their journey to and from school.

- 2.4 In the case of residential trips, students and parents/carers will be informed of expectations of conduct, repatriation and outcome following breaches of this policy. If a drugs related incident occurs on a foreign trip, schools are advised to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.
- 2.5 This policy applies to all students and staff of Spalding High School and all visitors to the school site.

### **Section 3: Drugs Education Programme**

3.1 We believe that drugs education is an educational entitlement for all students and an integral part of each student's emergence into adulthood. At SHS, drugs education is delivered mainly within PSHCE.

3.2 The School aims to:

- Encourage personal responsibility in all forms of behaviour;
- Provide accurate information about substances;
- Increase the understanding about the implications and consequences of use and misuse;
- Encourage understanding for those experiencing or likely to experience substance use and misuse;
- Provide support and information for young people and their parents;
- Enable young people to identify strategies to reject drug culture in their own social environment.

3.3 Drugs education provides knowledge and encourages the acquisition of skills and attitudes, which will allow students to manage their lives in a responsible and healthy way. Relevant topics covered within each year group are listed below:

3.3 (a) **Knowledge and information**

The following topics are covered in PHSCE:

- Drugs Education
- Medicines
- Smoking
- 'Time to Talk'.

3.3 (b) **Values and Beliefs**

As well as knowledge and information, students will be encouraged to consider the importance of the following:

- Respecting and valuing themselves and others;
- Understanding and sensitivity towards the needs and views of others;
- Responsibility for their own actions;
- Responsibility to the school, their families and the wider community.

3.3 (c) **Skills and Abilities**

Students will be helped to develop the following skills:

- Assertiveness;
- Decision making;
- Resisting peer pressure;
- Recognising and using opportunities to develop a healthy lifestyle.

#### **Section 4: Staff Training**

- 4.1 All staff receive update training at the point of engagement with a new school policy.
- 4.2 Drugs training is then part of the broader child protection training and safeguarding training at the start of each academic year and as part of the new staff induction training programme.
- 4.3 The Headmistress takes overall responsibility for the drugs education and Critical Incidents Management Policy at SHS, in liaison with the Designated Safeguarding Lead & Link Governor for safeguarding.

#### **Section 5: Management of Drugs in School**

- 5.1 All staff have a duty of care and student safety and care is of paramount importance.
- 5.2 There are circumstances when some legal drugs are authorised for a specific student's use in school and these are covered in the Administration of Medicines Policy.
- 5.3 This policy applies equally to students, staff, parents/carers, governors and those working in or visiting the School.
- 5.4 In accordance with Safer Working Practice Guidance (2015), this is a smoke-free school and students, staff, parents and visitors are not allowed to smoke on school premises
- 5.5 Alcohol is not an authorised drug for any student. This includes sixth form students who are not permitted to drink alcohol at school social events or on school trips/activities. Our code of conduct covers such events and makes our expectations very clear.
- 5.6 Staff accompanying students on trips are not permitted to drink whilst on duty. Other staff must remain within the UK legal limit for driving (or the host country limit if lower than that of the UK).

#### **Section 6: Management of Drug-related Incidents**

- 6.1 In this School, a drug-related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy. Incidents can include emergencies, observations and discovery, disclosure, and concerns that need to be investigated further.

#### **Section 7: School Responses to Drug-related Incidents**

- 7.1 In all drug-related incidents, the following principles will apply:
  - a) The Headmistress and Designated Safeguarding Lead will be informed immediately.
  - b) The Headmistress (or most senior leader available) and DSL will meet and agree the most appropriate course of action/response.
  - c) If necessary, a search will be coordinated/conducted, students isolated and statements taken.
  - d) Decisions will be made by the Headmistress or most senior leader as to the external agency involvement (e.g. the Police) and the point of parental notification.
  - e) All situations will be carefully considered when making decisions to ensure safeguarding and legal compliance.
  - f) The health and safety needs of the student will always come first, whilst also taking account of the health and safety needs of the School as a whole.
  - g) Parents/carers will be involved at an early stage and throughout any investigation (unless this would not be in the student's best interest).
  - h) When appropriate, a referral will be made for the student to Young Addaction.
  - i) Decisions about the sanction will depend on each individual case.
  - j) The Headmistress in consultation with DSL will decide whether a disciplinary and/or counselling consequence should follow.

- k) Permanent exclusion will not be the automatic response and will only be considered in the most serious cases.
  - l) Before any decision to exclude permanently is made, an Early Help Assessment will be completed to ascertain support needs for the child and family; and advice will be sought from the Pupil Reintegration Team (PRT).
- 7.2 Support is provided for students who have concerns about their own or their family's drug use. We will assess the needs of the student and the agencies required to meet these by undertaking an Early Help Assessment. This form of support will also be provided to those who have been involved in a drug-related incident, which is in breach of School rules. Students who have been involved in the incident will participate in a specific drug education programme and may be referred to Young Addaction.
- 7.3 Where a school rule related to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headmistress and be consistent with the Behaviour for Learning Policy. The School uses a range of sanctions such as withdrawal from activities, internal exclusion, community service, fixed term exclusion or permanent exclusion. The latter will be considered only in exceptional cases, such as dealing illegal drugs where the risk to others cannot be managed in any other way. Safeguarding the young person and ensuring their entitlement to a full time education is paramount; and therefore permanent exclusion will be used as a last resort after all other approaches have been considered.

## **Section 8: Procedures for Managing Incidents**

- 8.1 All drug-related incidents are reported, in the first instance, to the Headmistress and DSL. Although there is no legal obligation to report an incident involving drugs to the police, we will inform police immediately about any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact [tradingstandards@lincolnshire.gcsx.gov.uk](mailto:tradingstandards@lincolnshire.gcsx.gov.uk) about the sale of tobacco, alcohol, legal highs and solvents to under age students by local shops.
- 8.2 In all drug-related incidents, the Headmistress and DSL will record the responses, including the use of sanctions and/or counselling and support.
- 8.3 When dealing with medical emergencies such as when a student is unconscious as a result of drugs use the need for First Aid will be assessed and given. The student will be placed in the recovery position and an ambulance called. Staff with first aid qualifications should be called immediately and the student must not be left alone. Parents/carers will be informed & called into School. An assessment of the incident will be started, including finding out whether a substance has been taken and what the substance might be.
- 8.4 When a student is under the influence of a drug (intoxication). They will be removed to a quiet room and not left alone. The first aider and DSL will be called. The student will be helped to calm down and medical assistance sought if necessary. Parents/carers will be informed and called to the School. In most cases, the student will then be taken home with the absence coded C as a special circumstance.
- 8.5 When a student is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy (suspected or confirmed) and If the substance is suspected to be illegal, staff will take temporary possession of it and if:
- The substance will be confiscated, in the presence of a second member of staff as witness.
  - The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present, and stored in a secure location (e.g. a safe or lockable container) with access limited to the Headmistress and DSL.
  - The student(s) will be supervised within a safe space in school and an investigation undertaken, pending advice from the police.
  - Details of the incident will be recorded, including the police incident reference number.

- The student's parents/carers will be called into school, unless it is not in the best interests of the child to inform them.
- If the substance is legal (but unauthorised in school), it will be disposed of or handed to the parent/carer.

## **Section 9: Searches**

NB: All staff have the authority to conduct a search but in all cases involving the suspicion of substances, the Headmistress should be informed immediately. Some staff may not feel comfortable conducting a search, in which case the student(s) should be escorted to the Headmistress's study/or to the most senior member of staff available. Student(s) must not be left unsupervised.

- 9.1 Staff are allowed to confiscate student's property where reasonable to do so, including substances, whether controlled or not.
- 9.2 If a member of staff has reasonable grounds for suspecting that a student is carrying illegal drugs on them or in their personal property, they will ask the student to produce voluntarily the substance, in the presence of two members of staff.
- 9.3 When a search is required, the staff involved must be authorised by the Headmistress and the staff member conducting the actual search must be the same sex as the student. The search must be carried out in the presence of another member of staff, who should also be of the same sex as the student being searched if possible.
- 9.4 An authorised member of staff may carry out a search of a student of opposite sex and without a witness only, where he/she believes there is a risk of serious harm to another person if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff.
- 9.5 The power to search on suspicion and without consent enables a personal search, involving removal of outer clothing only and searching pockets, but not an intimate search, which only a person with more extensive powers such as a police officer may carry out. Outer clothing means clothing that is not worn next to the skin or worn immediately over underwear, but would also include, for example, hats, shoes, boots, ties, gloves and scarves.
- 9.6 If, during the search an object is observed in e.g. a trouser pocket, the student can be asked to bring it out and show it. If the student refuses, or alleges assault, the search should stop and the police be called (Screening, Searching and Confiscation, DfE, 2014)
- 9.7 The search will take place in school or where staff have lawful control of students.
- 9.8 School will keep a record of the search and inform parent/carers if a substance is found, although there is no legal requirement to do this or to inform parents/carers before or after a search.
- 9.9 Staff can search student lockers or possessions without consent where they have reasonable grounds to suspect that drugs have been stored there. The decision to search must be authorised by the Headmistress. Another member of staff should witness the search unless there is risk of serious harm to another person if the search is not carried out immediately and it is not reasonably practicable to call another member of staff. The searcher and/or the witness need not be the same sex as the student. The student must be present.

## **Section 10: Dealing with Drug-taking Materials**

- 10.1 School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

- 10.2 Students are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

### **Section 11: Disclosure**

- 11.1 Disclosure refers to when a student discloses to a member of staff that she/he has been using drugs, or is concerned about someone else's drug use.
- 11.2 In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. An Early Help Assessment will be undertaken. Students know that staff cannot promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about the student will only be given to key staff and no one else, unless the student gives their consent. The DSL will coordinate the most appropriate support including referral to specialist services.

### **Section 12: Suspicion/Rumour**

- 12.1 Staff should not assume drug use based on rumour or behaviour alone. If there are suspicions, evidence will be collected over a period of time prior to a decision being made to question the student(s) involved.

### **Section 13: Intoxicated Visitors including Parents/Carers**

- 13.1 Our School's rules for substances apply to all people who are on the school premises and we expect that all persons will adhere to these rules.
- 13.2 If a visitor, parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave.
- 13.3 If they have come to collect their child, we will sensitively offer to phone for someone else to collect.
- 13.4 If we are concerned that a student is in imminent danger, we will contact emergency services on 999. We will follow our Child Protection procedures if we are concerned about risk of harm.
- 13.5 If visitors become abusive we will call 999.

### **Section 14: Needs of Students**

- 14.1 We are sensitive to the needs of students where substance abuse may be experienced by those within the family. Where issues are observed or suspected or a student discloses matters, we will assess the students' welfare and support needs, and if needed, involve external support for the child and, where appropriate, for the family. This will be achieved via an Early Help Assessment.

### **Section 15: Confidentiality**

- 15.1 Students need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people is central to our policy and practice, however, staff cannot promise confidentiality and this is made clear to students through the PSHCE programme.
- 15.2 If a student discloses to a member of staff she/he is taking drugs or is concerned about drugs, they will refer the student to the DSL and appropriate support will be offered, e.g. referral to a specialist agency. This information is given only to the DSL and the Headmistress.
- 15.3 If staff are concerned that a student's safety is at risk, they will follow the School's Child Protection procedures.

- 15.4 The School displays information about local drug and alcohol services that offer confidential information, advice and treatment.

### **Section 16: Working with Parents/Carers**

16.1 We believe that parents/carers have an important role in supporting their child's drug education. We involve parents/carers through a range of activities, such as:

- Giving information about what is taught
- Involving them in reviewing the Drugs Policy
- Giving information about drugs and local sources of help
- Providing parent workshops about drug education and talking to their child about drugs

16.2 A copy of this policy is on the School website with hard copies available on request.

16.3 Parents/carers will generally be informed immediately if their child has been involved in a substance-related incident. However, there may be some exceptional situations where involving parents/carers may put the young person at further risk and in these exceptional cases, the School will exercise some caution. The decision will be taken by the Headmistress, in liaison with the DSL, with the child's welfare a priority.

### **Section 17: Staff**

17.1 Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution.

17.2 All staff have a duty of care to the students and the Headmistress must be informed immediately.

17.3 All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

### **Section 18: Involving the Police**

18.1 In most cases a drug-related incident will be a School, rather than a police matter. However we work closely with community police and will contact them immediately if an illegal (or suspected illegal) drug has been found or illegal drug dealing is taking place. We will call 999 in an emergency.

### **Section 19: Reviewing the Policy**

19.1 This policy is reviewed every two years in line with our policy protocols. If an exceptional incident should occur, the policy is reviewed in the light of that incident.

### **Section 20: Disseminating the Policy**

20.1 The policy is on the School's website and drawn to the attention of all students, parents/carers and staff on an annual basis. New students and their families are familiarised with it as part of their induction.

20.2 Copies of the full policy are in the staff Tdrive as well as on the School website.

20.3 Any outside contributors involved in drug education, receive a copy prior to teaching. Students are taught about the content of the policy in drug education.

### **APPENDICES:**

Appendix A: Record of Incident Involving Unauthorised Substances.

**Appendix A:  
Spalding High School  
Record of Incident Involving Unauthorised Substances**



Name of student:			
Form:			
Date of Birth:			
UPN:			
Report form completed by:			
Male/Female:			
Ethnicity: (for DAT records)			
Has this student been involved in drugs related incidents before?	YES	NO	
First aid given?	YES	NO	
First aid given by?			
Ambulance/doctor called? Details and time.			
Tick to indicate category of incident	Concern established after following up a suspicion or allegation from student or staff.		
	Discovery off premises.		
	Discovery on premises.		
	Student disclosure.		
	Parent/carer expresses concern.		
Drug involved if known:			
Sample Found?			
Where retained:			
Witness names:			
Analysis or disposal arranged with? Date and time should be included.			
Senior staff involved:			
Parent/carer informed: Include date and time.			
Brief description of symptoms/situation: (Continue overleaf if necessary)			
Other action taken: (Eg: Ed Psych/CP strategy meeting/partner agencies etc.)			