



# WILLIAM FARR

C of E Comprehensive School

## Drugs and Drug Education Policy

### Vision and Values

William Farr Church of England Comprehensive School's vision is to provide all members of the school community with the opportunities to engage with 'life in all its fullness' (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.

Our core values are:

*Compassion*

*Friendship*

*Perseverance*

*Respect*

*Responsibility*

*Wisdom*

### Staff responsible for drugs' issues

The Designated Safeguarding Lead is responsible for the development, monitoring and review of the drugs education curriculum; supporting and training staff and liaising with external agencies to strengthen the curriculum delivery, including:

- Ensuring robust multi-agency Early Help Assessments and plans are in place in order to provide additional support for children and young people at risk of drugs' misuse;
- Signposting students, parents/carers for additional support.

### Links to other policies

The policy should be read in conjunction with the Personal, Social, Health Education, Policy, Staff Handbook, Health and Safety Policy, School Behaviour Policy, Exclusions Policy, Safeguarding and Child Protection Policy and Medical Policy.

### Definition of drugs

The definition of drugs used 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." This refers to all drugs:

- Legal drugs, including alcohol, tobacco, e-cigarettes/vaping, volatile substances (solvents), poppers and psychoactive drugs;
- Misuse of over the counter and prescription medicines;
- Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including, but not limited to, ecstasy, cannabis, crack/cocaine, ketamine, khat, heroin and LSD;
- And other drugs such as anabolic steroids.

'Drug use' describes any 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.

### **Why a policy is needed**

We recognise that drug misuse can have a serious effect on health, wellbeing and academic progress. It is the responsibility of the school to play a role in drug prevention and education and help reduce the harm from drugs, as well as help those who misuse drugs, or who are at risk of drug misuse. The DfE advises all schools to have an up to date drugs policy, consistent with national and local guidance.

### **Aims of the policy**

We take a positive and proactive approach to the issue of safeguarding and promoting the wellbeing of children and young people and this policy aims to:

- Give a clear view on the responsibilities of the school and legal requirements with regard to drugs' issues;
- Give guidance to teachers, support staff and visitors about drugs education;
- Give clear direction regarding safeguarding children and young people at risk from drugs;
- Provide information so that everyone is clear about the school's overall approach to drugs and its procedures should an incident occur.

### **How the policy was developed**

This policy is based on the Lincolnshire Safeguarding Children Board Model Policy adapted by the Governing Body. National guidance including the DfE and ACPO Drug Advice for Schools and statutory Exclusion Guidance has been taken into account, as well as Lincolnshire's School Administration Handbook.

### **The core policy of the school**

This school does not permit the possession, use of or supply of any illegal drug, nor the misuse of any legal drug which takes place within the school boundary. This includes:

- On the school premises;
- Taking part in a school organised or school related activity;
- Travelling to or from school (whether a pupil is in uniform or not);
- Any other occasion when a pupil is wearing school uniform;
- When a pupil is identifiable as a pupil of the school.

There are circumstances when some legal drugs are authorised for a specific pupil's use in school and these are covered elsewhere in the Medical Policy.

### **To whom the policy applies**

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working on the school site or any other third party who uses the school site for any purpose and other visitors to the school site.

## Tobacco and e-cigarettes (Vapes)

In accordance with Safer Working Practice Guidance, this is a smoke-free school and pupils, staff, parents/carers and visitors are not allowed to smoke on school premises. This rule extends to all other places and times specified in the core policy above, with the exception of persons over the age of 18 years of age who are not pupils at the school when travelling to and from school, provided they are not accompanied by a person under the age of 18 years of age.

## Alcohol

Alcohol is not permitted on the school site or at any of the locations referred to in the core policy. No one to whom this policy applies should be in possession of or under the influence of alcohol at any of the times or locations referred to. Alcohol will **only** be permitted at school events where the event is specifically stated to be one where alcohol may be consumed provided those wishing to consume alcohol are able to prove they are lawfully allowed to consume the same. Such consumption of alcohol by those attending school events where alcohol consumption is permitted will be in any event at the discretion of the Headteacher.

## Approach to tackling drugs

We take a whole school approach to drugs through:

- A planned drugs education programme within PSHE
- Clear rules and sanctions related to drugs which are understood by the whole school community;
- Training and support for staff where required;
- An Early Help response as soon as we, or the young person or their family, have a worry regarding drug-related issues;
- Carefully considered responses to drug-related incidents, both on an individual, and whole school basis;
- Access to specialist support and advice when required;
- An assembly led by the Police on Drugs Education (when available);
- Visits of police detection dogs for training purposes.

## Aims of drugs education

We aim to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. We also aim to reduce the number of young people misusing drugs and to help those concerned about drugs to get help and advice.

To achieve this, our drugs education programme will help pupils to:

- Gain knowledge and understanding about the effects, risks and dangers of drugs and correct myths and misconceptions;
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice;
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness, refusal skills and helping others;
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences;

- The majority of drugs education will take place in PSHE across all year groups.

### **Training and support for staff**

All form tutors are asked in tutor meetings for their PSHE training needs. These are then passed to the Assistant Headteacher (Care and Guidance). Heads of Year meet annually with the Assistant Headteacher (Care and Guidance) to update PSHE teaching resources. We take advantage of the support and training provided by the local 'We are with You' who deliver sessions in school to staff and students on drugs education.

### **Drug-related incidents**

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

### **School responses to drug-related incidents**

In all drug-related incidents the following principles will apply:

- The Headteacher and Designated Safeguarding Lead (DSL) will be informed immediately;
- All situations will be carefully considered before deciding a response;
- Any violation will be taken extremely seriously and dealt with in line with the School Behaviour Policy and may include permanent exclusion. Safeguarding the young person is paramount;
- Before any decision to permanently exclude is made, an Early Help Assessment may be completed to ascertain support needs for the child and family. Advice will be sought from the Pupil Reintegration Team (PRT);
- The health and safety needs of the pupil will always come first, whilst also taking account of the health and safety needs of the school as a whole;
- Parents/carers will be involved at an early stage and throughout any investigation unless this would not be in the pupil's best interest or where this could undermine an investigation by the police or a safeguarding investigation by Children's Services or the Lincolnshire Safeguarding Children Board;
- Where the police or Children's Services or the Lincolnshire Safeguarding Children Board are involved and advise that the school should not investigate and/or take any internal decision until the investigation by that agency has taken place, the school will abide by that request and will not undertake any investigation and/or take any decision at that time;
- When appropriate, a referral will be made for the pupil to 'We are with You' (Tel: 01522 305768);
- Decisions about the sanction will depend on whether the offence is one of a series, or a first time, and whether the pupil was in possession or supplying;
- The Headteacher in consultation with the DSL will decide whether a disciplinary and/or counselling consequence should follow.

Possible responses might be:

#### **1 Support**

Support is provided for pupils who have concerns about their own or their family's drug use. We will assess the needs of the pupil 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. Pupils who have been involved in the incident will be signposted to appropriate support agencies.

## **2 Sanctions**

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 consistent with the school Behaviour Policy, including any case of bringing the school into disrepute.

### **PROCEDURES FOR MANAGING INCIDENTS**

#### **Reporting a drug-related incident**

All drug-related incidents are reported, in the first instance, to the Headteacher 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. Parents will also be informed.

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(including vapes), alcohol and solvents to under age pupils by local shops.

#### **Recording the drug-related incident**

In all drug-related incidents, the Headteacher and DSL will record the responses, including the use of sanctions and/or counselling and support.

#### **Medical emergencies when a student is unconscious as a result of drugs use**

The pupil will be placed in the Safe Airway Position (recovery position) and an ambulance called. Staff with first aid qualifications should be called immediately to administer first aid. The pupil must not be left alone. Parents/carers will be informed and called to the school. An assessment of the incident will be started, including finding out whether a substance has been taken (where known).

#### **Intoxication, when a student is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and DSL will be called. The pupil 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 pupil will then be taken home with the absence coded C as a special circumstance.

#### **Discovery/observation**

This refers to situations when a pupil 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).

If the substance is suspected to be illegal, staff can take temporary possession of it 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 Headteacher and DSL. The pupil(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 pupil's parents/carers will be asked to come 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.

## Searches

Staff are allowed to confiscate pupil's property where reasonable to do so, including substances, whether controlled or not.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

When a search is required, any staff involved must be authorised by the Headteacher to undertake it and, the staff member conducting the search should be the same sex as the pupil and should carry out the search in the presence of another member of staff, who should also be of the same sex as the pupil being searched if at all possible.

An authorised member of staff may carry out a search of a pupil of the 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.

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 hats, shoes, boots, gloves and scarves.

If, during the search an object is observed in e.g. a trouser pocket, the pupil can be asked to bring it out and show it. If the pupil refuses, or alleges assault, the search should stop and the police be called

The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parent/carers if a substance is found.

## Dealing with drug-taking materials

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.

Pupils 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.

## Disclosure

Disclosure refers to when a pupil discloses to a member of staff that he/she has been using drugs or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. An Early Help Assessment may be undertaken. Pupils know that staff cannot promise total confidentiality. Information about the pupil will only be given to key staff and no one else, unless the pupil gives their consent. The DSL will coordinate the most appropriate support including referral to specialist services.

## Suspicion/rumour

Staff should not assume use of drugs on the basis of rumour or suspicion alone. A reported suspicion does not necessarily warrant parents being informed, but if this is over time (i.e. their name has been reported before), parents should be contacted. Staff will use their professional judgement when deciding whether to contact parents.

## **Intoxication**

Our school rules for drugs apply to all people who are in the school. If any person comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to collect. If we are concerned that a pupil is in imminent danger, we will contact emergency services. We will also follow our Child Protection procedures if we are concerned about risk of harm.

## **Needs of pupils**

We are sensitive to the needs of pupils whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs, and if needed, involve external support for the child and, where appropriate, for the family. This will be done via an Early Help Assessment.

## **Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people will be central to our policy and practice, however, staff cannot promise total confidentiality and this is made clear to pupils through the PSHE programme.

If a pupil discloses to a member of staff he/she is taking drugs or is concerned about drugs, they will refer the student to the DSL and appropriate support will be offered. This information is given only to the DSL and the Headteacher.

If staff are concerned that a child's safety is at risk, they will follow the school's child protection procedures.

Where the disclosure relates to an alleged breach of the criminal law which is deemed too serious by the Headteacher to be dealt with in school a disclosure will be made to the police and the school will be advised by the police as to how the matter is dealt with.

The school will seek to maintain the confidentiality of pupils wherever possible and only make disclosures to other agencies and the pupil's parents where it is deemed necessary and in the best interests of the pupil or the wider public interest. This means that where a pupil is the subject of an investigation by the school into alleged breaches of this policy disclosures will not normally be made to the parents of a pupil under investigation which provides the identity or other personal details of another pupil whether as a witness or alleged participant in the alleged breach of the policy.

The school has information about local drug and alcohol services that offer confidential information, advice and treatment and students are made aware of support services through the PSHE programme.

## **Working with parents/carers**

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 in the PSHE programme on the VLE;
- Giving information about drugs and local sources of help through leaflets;
- Providing a Drugs Education Parents Information Evening.

## **Reviewing the policy**

This policy is reviewed every two years in line with school protocols. If an exceptional incident should occur, the school will review its policy in the light of that incident.

### **Disseminating the policy**

This policy is displayed on the school's website and communicated to pupils and parents/carers, for example, through a Heads of Year letter, Drugs Education Parents Information Evening and PSHE programme. A copy is also available on the School VLE for staff and governors. Those unable to access the school website will be provided with a paper copy on request.

Staff are informed of any policy changes on the school bulletin.

Any outside contributors involved in drugs education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education through PSHE.