

Policy Title: Substance Misuse (Drugs) Policy	Effective Date:	November 2018
SMT Member Responsible: Sue Powell	Review Date:	November 2021
Governors' Committee Responsible: Staffing, Care & Guidance		

1. Rationale

- 1.1 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.

"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"

DFEE Circular 4/95

- 1.2 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 and Social Education of every pupil.
- 1.3 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 successful implementation of this policy.

2. Statement of Policy

- 2.1. The school condones neither the misuse of drugs (including tobacco) nor alcohol by pupils and students of the school, nor the illegal supply of these substances.
- 2.2. Smoking is not permitted anywhere on the school site. (This includes e-cigarettes).
- 2.3. The school is committed to the health and safety of its pupils and will take action to safeguard their well-being.
- 2.4. 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. Objectives in Respect of Substance Use and Misuse

- 3.1. To safeguard all pupils in the school.
- 3.2. To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- 3.3. To provide accurate information about substances.
- 3.4. To increase understanding about the implications and possible consequences of use and misuse.
- 3.5. To widen understanding about related health and social issues, e.g. crime, HIV and Aids.
- 3.6. To seek to minimise the risks that potential users face.
- 3.7. To enable young people to identify sources of appropriate support, including the relevant agencies.
- 3.8. To create an atmosphere in which the use of substances on the school premises is unacceptable.

- 3.9. These objectives will be fulfilled through the taught curriculum (mainly through PSRE and Science), the informal curriculum and through opportunities for extra curricular activities. Education on substance issues forms an important and integral part of the PSRE curriculum and is formally included in Schemes of Work. Substance education also takes place through the tutorial programme and assemblies. Where appropriate the school offers extra-curricular activities to enhance the substance education programme.
- 3.10. The school actively co-operates with outside agencies such as the Police, Social Services and Health & Drug Agencies (such as Motiv8) to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse.

4. The Roles of the Headteacher and the Governing Body

- 4.1. The Headteacher takes overall responsibility for the policy and its implementation and for the appointment within the school of a Drugs Response Co-ordinator. He/she will have general responsibility for dealing with substance related incidents.
- 4.2. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.
- 4.3. The Headteacher will take responsibility for liaison with the media where appropriate.
- 4.4. 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.

5. Guidelines on Dealing With Drugs-related Issues Taking Place in School

- 5.1. As clearly stated in the school rules, cigarettes (including e-cigarettes), alcohol and illegal substances are strictly forbidden in school.
- 5.2. In responding to incidents involving cigarettes, alcohol and illegal substances, the appropriate school procedures should be followed. (See Appendix A)
- 5.3. It is important that each case be documented fully as soon as possible after the incident and in any case within 24 hours.
- 5.4. Parents/guardians must be informed.

6. Sanctions

- 6.1. 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.
- 6.2. Where a pupil is found to be smoking tobacco on site (or in possession of smoking materials), the usual sanction will be a Headteacher's Detention. (All smoking materials will be confiscated). Repeated offenders will be required to attend after-school detention. They will also be invited to attend a smoking cessation meeting with the school nurse.
- 6.3. Where a pupil is found to be in possession of other illegal substances, the pupil will be excluded from school for a fixed term period, pending investigation. The Headteacher will then decide an appropriate sanction, which may be permanent exclusion depending on whether drugs were being supplied to other pupils.

APPENDIX A

Procedure for dealing with incidents involving cigarettes, alcohol and illegal substances

1. Cigarettes

- i) When a pupil is found to be in possession of smoking materials, these materials should be confiscated and given to the Year Head or the Drugs Response Co-ordinator (SDP).
- ii) Where a pupil is found to be smoking on school premises, the matter should be reported immediately to the appropriate Year Head.
- iii) The pupil will serve a Headteacher's Detention.
- iv) Parents will be notified in writing.
- v) Details of the incident should be recorded in the pupil's file on SIMS.

2. Alcohol

- i) When a member of staff suspects that a child may be under the influence of alcohol, a member of SMT should be called immediately.
- ii) Where a child is found to be in possession of alcohol, he/she should be taken to a member of SMT or the Drugs Response Co-ordinator immediately.
- iii) The alcohol should be confiscated and passed on to SMT.
- iv) Parents will be contacted at the earliest opportunity and asked to collect the pupil from school.
- v) The school will advise parents on possible sources of help and support eg Alcohol Concern/Drinkline.
- vi) The Headteacher will ensure that the incident is fully investigated and will then decide on appropriate sanctions, which may include exclusion.
- vii) Parents will be informed of the sanction.

3. Illegal Substances

When a member of staff suspects that a pupil may be either in possession of an illegal substance or under the influence of an illegal substance, the Drugs Response Co-ordinator/ SMT member should be notified immediately.

Pupils found in possession

- i) The Drugs Response Co-ordinator / SMT member will investigate.
- ii) The substance will be confiscated and given to the Head/Deputy Head.
- iii) The police will be notified. They may take the pupil to the police station to be interviewed.
- iv) The parents will be contacted and informed.
- v) The Head will exclude the pupil for a fixed term pending further investigation, and then decide on appropriate sanctions, which may include permanent exclusion, depending on the pupil's previous history and whether drugs were being supplied to other pupils.
- vi) The school will advise parents on possible sources of help and support.

Pupils found to be under the influence of drugs or solvents

- i) In serious cases an ambulance should be called first.
- ii) In all other cases the parents will be contacted to remove the pupil from school.
- iii) The police may be notified.
- iv) The Head will exclude the pupil for a fixed term pending further investigation, and decide on appropriate sanctions, which may include permanent exclusion, depending on the pupil's previous history and whether drugs were being supplied to other pupils.