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# Policy for managing drug related incidents

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## 1. Context

1.1 Through this policy all staff will be made fully aware of the procedures for managing incidents, including who they should inform and who has authority regarding issues such as searching school property and involving the Police. This policy is under continuous review by the Senior Leadership Team and the Governors' Student and Families committee because of the changing drugs scene both nationally and locally.

### 1.2 Ethos of the school

Frome College provides a supportive and nurturing environment in which all students are enabled to develop their learning and personal skills. We strive carefully to prepare them for the opportunities, responsibilities and experiences they may encounter in their future lives and this policy has been written in accordance with this philosophy. A key theme throughout this policy is to safeguard individuals and the whole school community.

### 1.3 Rationale

It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial medicinal effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and students need to understand the nature of drugs, their social and legal status, their uses and effects.

This drugs policy covers not only illegal drugs (such as cannabis, heroin and ecstasy) but legal ones too, including alcohol, tobacco and solvents, and drugs sold over the counter or provided on prescription.

The definition of a drug: a substance that affects the way in which the body functions physically, emotionally or mentally.'

Although the majority of students do not abuse drugs, all students are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs. Such experiments may lead to serious and far-reaching consequences – not only for themselves, but their families, communities and society in general. Frome College understands that drugs can impact on a student's education, relationships, and prevent them from reaching their full potential.

### 1.4 Aims of the policy

- To support the school's endeavour to maintain the safety and well-being of all pupils and staff
- To clarify legal responsibilities, entitlement and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug-related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the curriculum of the school

The appendix to this policy sets out the procedures agreed by the governing body to be followed when any misuse has been identified. To protect the safety and wellbeing of all the 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 pupils and staff who need to take prescribed medicines.

## 2. Roles and responsibilities

### 2.1 The Principal will ensure that:

- The Senior Leadership Team is appointed to have general responsibility for handling the daily implementation of this policy
- A planned drug education programme is provided as part of the curriculum that enhances knowledge and understanding, attitudes and personal social skills
- Teachers are provided with training and guidance so that they are confident and skilled to deliver drug education and respond to drug-related incidents
- Students are aware of the rules on drugs and of the consequences of breaking them
- Clear procedures are in place for responding to drug-related incidents
- Those students who have a concern about drugs are provided with support
- Sanctions for incidents are consistent with the school's positive behaviour policy
- The school actively co-operates with external agencies

### 2.2 All staff are expected to:

- Report incidents of drug misuse to a member of the Senior Leadership and safeguarding teams
- Promote positive attitudes towards healthy lifestyles
- Enable young people to identify sources of appropriate personal support.

### 2.3 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. sex and sexuality, crime, HIV and AIDS

### 2.4 Students will be expected to:

- Follow the school rules
- Alert the staff to any drug-related incidents on or around the school site

### 2.5 Parents will be encouraged to:

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

### 2.6 The Governing Body will ensure that:

- The school does not knowingly allow its premises to be used for the production, consumption or supply of any controlled drug in addition to solvents, alcohol and tobacco
- The school, parents and external agencies work together to support any student involved in drug abuse
- The Governors' Discipline Committee understands how to deal with drug-related exclusion procedures.

### 3. Monitoring and evaluation

The Student and Families Committee of the Governing Body will receive an annual report on:

- The curriculum 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.

### 4. Guidelines for Management of Drugs within the School Community

#### 4.1 Principles of good practice

For any drug incident, the utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help.

The school has a range of responses to drug incidents. Any response will balance the needs of the individual against those of the wider community and should be determined after a full and careful investigation.

Clear referral protocols and communication routes will be established between the school and the range of agencies providing support to young people. In making referrals, careful attention will be given to issues of confidentiality.

In any incident involving illegal and other unauthorised drugs, the school will involve the student's parents/ carers, unless this would jeopardise the student's safety. Frome College will make a full record of every incident.

The following section offers guidance on:

- Drug Incidents
- Management responsibilities
- Confidentiality
- Schools and the law
- The role of the Police
- Disposal of illegal and other unauthorised drugs
- Searching, and detection of drugs

#### 4.2 Definition of a drug incident

Incidents are likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. They could fit into the following categories:

- Drugs or associated paraphernalia, e.g. Rizlas, are found on school premises
- Students discussing/researching illegal drug use, not part of a structured lesson or task set
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be supplying drugs on school premises
- A student, parent/carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A student discloses that they or a family member/friend are misusing drugs.

### 4.3 Management responsibilities

It is vital as an organisation that we send a clear message to the whole school community that the possession, use or supply of illegal and other unauthorised drugs, for example 'legal highs' within school boundaries is unacceptable. The Governing body of Frome College will not tolerate drug misuse.

### 4.4 Drugs on school premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, or any venue managed by the school at the time e.g. premises of a school trip or visit.

- Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Please see our Medical Policy.

- Alcohol

No alcohol will be consumed during the course of a normal school day. Students and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to collect their children.

- Smoking

The school is a no smoking site at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed.

- Illegal drugs

No illegal drugs are allowed to be brought on to, or used on school premises.

- Solvents

The school will ensure that potentially hazardous substances are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of sniffable products.

### 4.5 Responses to drug related incidents

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to incidents. A member of the Leadership Team will normally be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies.

Incidents will be dealt with after making an assessment of the situation and will be reported to the Principal. All incidents and responses will be recorded within 24 hours. Appropriate support will be offered to those with substance related problems. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than conduct a wider investigation. Evidence of drug use or possession will not necessarily result in permanent exclusion but it will be considered. Permanent exclusion will be for serious cases and repeat incidences and will be in accordance with DCSF guidance on exclusions. A case conference will be called if necessary. Each case will be assessed and levels of sanctions may vary according to the seriousness of the incident and the student's involvement.

### 4.6 Individuals in possession of drugs

If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. If the drug is suspected to be illegal paraphernalia, the school will contact the Police. Illegal substances will be legally destroyed or handed to the Police as soon as possible and not

stored. Parents will normally be informed (for a student) and other professionals such as the LA, Youth Service, Police, GP, Social Services will be informed or consulted as appropriate.

#### 4.7 Confidentiality

Complete secrecy can never be promised to a student, though information given in confidence will not generally be disclosed to anyone else. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to ensure the pupil comes to no serious harm if this is considered a risk. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

#### 4.8 Support for pupils

At Frome College, the welfare of the students is paramount. We maintain that constructive strategies that enable students to continue to benefit from continued education are preferable to exclusion. Following actions to preserve safety, the health and emotional needs of students will be considered. Support is available through the Access to Learning Team, to ensure a caring response to students in distress. Interventions will be considered if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents'/carers'. Such interventions may include consultation with parents/carers and other agencies, possible case conferences and subsequent referral. Permanent exclusion from school will be considered carefully as permanently excluded pupils become significantly more vulnerable to drugs than those within formal schooling.

In line with legislation, the staff at Frome College reserve the right to search students if they have reason to believe that they are carrying offensive weapons or illegal substances. Similarly, students can expect to be physically restrained if they present a danger to themselves or other members of the community. At Frome College, searches will be carried out by Head of Houses, or Leadership Team or Access to Learning designated staff. As part of Frome College's safeguarding procedures, random searches of students may take place during the school day.

If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection at the end of the day. If these items are dangerous or illegal they may be handed to the Police for safe disposal. Frome College works closely with its PCSOs. If students are involved with any activity which breaks the law the police may be involved in the confiscation of items, Restorative Justice Conferencing, group work and education as well as links with home. Parents/carers will always be informed when the Police are involved and given the opportunity to attend any interviews. In such cases, the Police will decide what course of action should be taken.