

# **School Drug (including Alcohol) Policy**

## **January 2017**

**Name of Designated School Lead for drugs (DSL)**

**Fiona Fearon**

**Senior Management Team member identified for Drug Related Incidents  
(if not DSL)**

**Kevin Morgan**

**School Governor identified as Drugs lead**

**Policy to be reviewed**

**January 2018**

## **Rationale**

"Young people of all ages want reliable information about drugs, including good quality drug education in primary and secondary school" (O'Conner et al, 1997; Blackman, 1996; Roker and Coleman, 1997).

Identifying what the school classes as a drug is very important. The World Health Organisation classes it as "a substance, which on entering the body, changes the way that body functions". This list constitutes the model the majority of organisations would follow, ourselves included:

1. Any prescribed medication used by anyone it is **not prescribed to**
2. Any medication being misused
3. Any controlled or scheduled drug
4. Amphetamines (Speed)
5. Alcohol
6. Anabolic Steroids
7. Cannabis (Large variety of slang names)
8. Cocaine Hydrochloride (Powder)/Crack Cocaine
9. Cigarettes (Tobacco)
10. DMT
11. GHB
12. Herbal Highs
13. Ketamine
14. LSD (Acid)
15. MDMA (Ecstasy)
16. Mephedrone (known as Meow-Meow, MKAT, bubble)
17. New Psychoactive Substances (NPS or better known as Legal Highs)
18. Nitrates (Poppers)
19. NOS (Nitrous-Oxide (better known as Laughing Gas)
20. Opiates (Heroin)
21. Opiate Substitutes (Methadone, Subutex, Naltraxone)
22. Phenethylamines (2CB, 2CT1, 2CT7)
23. Psilocybin (Magic Mushrooms)
24. Qat
25. Vaporizers and E-cigarettes of any type
26. Volatile Substances known as VS (Gas, Glue, sniff-able products)

There are always new drugs coming onto the market so this list needs to be reviewed at least annually.

**Not all of the above are illegal but they should still not be tolerated on school premises.**

**Cigarettes, VS and Alcohol** are drugs and should be thought of in the same way as illicit drugs. No single category of drug should be placed higher than any other. It is important that drugs such as alcohol are placed on a par with illicit drugs.

## **Aims and Objectives**

We at school believe that drugs are an issue in society at present and that our young people may be placed, at some stage in their life, in situations where drugs are involved.

We aim to:

1. Educate our young people factually, non judgmentally and with the inclusion of key partner agencies using high quality validated educational harm minimization building resilience resources
2. To have a clear training strategy for ALL staff, Governors and Parents/Carers.
3. To have a clear strategy for dealing with drug related incidents

## **Drug Education**

There are resources available for Sandwell schools free of charge. These materials can be accessed from [www.ourguideto.co.uk](http://www.ourguideto.co.uk)

These resources fulfill the aims of drug education as stated in DfE Drugs: Guidance for Schools, 02/04 and have been validated through the Protective Behaviours Consortium earning the resources the Feeling Safe Foundation Quality Mark.

We may also choose to use other educational materials but these will need to be reviewed regularly to ensure they remain relevant.

## **Staff Training**

Drug education needs to be a constant theme. This will only be possible if teachers are properly trained. Those involved in teaching drug education need opportunities to develop skills, knowledge and confidence through a programme of continuing professional development.

The Sandwell **DECCA (Drug Education, Counselling and Confidential Advice) Team** will provide training for all staff and can be contacted on 0121 569 2201.

## **Guidance on Handling Drug Related Incidents**

**"The welfare of the child is paramount at all times".**

No school should believe that it is immune to drugs, including ourselves.

We have decided to adopt a range of responses as no one incident is identical to another. If needed we will refer a young person(s) to the DECCA Team but this may not always be appropriate.

The following guidance should be read in full.

### **If there is an allegation/suspicion of a drug related incident in school**

1. If you hear/are told that a young person is using/in possession of drugs you need to act immediately.
2. Inform the DSL and/or the Head Teacher or another senior member of staff.
3. If possible have two staff present. This can be important if any future allegations are made.
4. Talk to the young person. Are they acting out of character? Do they appear in any way intoxicated/high/under the influence? Are they acting suspiciously?
5. Point out the school policy on drugs and ask them to hand over any drug(s). If they refuse and you believe they have drugs on their person, point out that the police and/or parent(s)/carer(s) will then need to be contacted.
6. Teachers can ask a pupil/pupils to turn out their pockets and search bags or lockers but should never try to do any type of physical search as this can be classed as assault.
7. If doing any type of agreed search make sure there are two staff present.
8. You cannot force a young person to do anything, no matter what they are suspected of.
9. No matter what the incident is always try and stay as calm as you can with the pupil(s). Certain drugs can cause intense emotional and physical reactions and you could unwittingly make a situation worse if you aren't empathic with the pupil(s)
10. If you are concerned then always call 999 and request an ambulance for the pupil(s)
11. Record everything that is done as a description of events may be needed at a later stage.
12. The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises. However schools may choose to make use of drug dogs or drug testing strategies if they wish; consult with your local Police and the DECCA Team

### **If a young person discloses something about drugs**

1. If a young person discloses something make sure that you are able to respond to it appropriately. If they disclosed in the middle of a lesson this may not be the right time to take the conversation forward.
2. Arrange to speak to the young person in a confidential setting and offer the relevant help if it is needed.
3. As soon as possible inform the DSL so a referral to the DECCA Team can be made.
4. Record everything that is said as this may be needed at a later stage.

### **Confidentiality**

See school Confidentiality Policy.

**If contact has to be made with parent(s)/carer(s) and/or the Police the DSL or a member of the Senior Management Team will be the only people designated to do this.**

### **Informing Parents**

1. It is always advisable to contact parents/carers. There may be legitimate grounds not to contact parents immediately if it is clear that they may seriously over react and cause harm to the young person, or if the parents are believed to be directly involved in the situation causing concern.
2. The decision not to contact should only be made by the Head Teacher/Teacher in Charge or designated member of the Senior Management Team
3. For children who are Looked After Children (LAC) the appropriate contact individual must be informed and fully involved in any action taken by the school.
4. When contacting parents/carers it needs to be done in such a way that distress is kept to a minimum. A telephone call indicating an incident at school without giving specific details would be most appropriate.
5. The young person should be involved as much as possible in the process of contacting any outside organisations and if possible they should take the lead in admitting their drug use to parents/carers.
6. Involve the parents/carers as much as possible in the implementing of appropriate sanction(s) for their child.
7. The offer of support to parent(s)/career(s) may need to be made and will occur in line with wider school policies
8. Having parent(s)/carer(s) working in harmony with school can play an important role in ensuring a young person stays drug free at school.

### **Involving Police**

1. We will make Police aware if we suspect illicit drug use and/or dealing to be occurring on or near school premises.

2. Legally, school does not have to contact the Police and an incident can be dealt with in-house. This will only take place in exceptional circumstances and the only member of the school who can make this decision is the Head Teacher
3. It is advisable to develop a good relationship with local Police, as they may prove invaluable. Meeting with your local officer(s) before he/she is needed would be advisable.
4. The Police will not normally need to be involved in incidents involving legal drugs. Schools may wish to inform Trading Standards or Police about the inappropriate sale or supply of tobacco, alcohol or VS in the local area.
5. From 1<sup>st</sup> October 2015 it has now become an offence to supply any electronic cigarettes (vaporizers, shisha pens, e-lights) to those aged 17 years or under.
6. From the 1<sup>st</sup> October 2015 proxy purchasing (an adult buying for someone under 18) for both electronic cigarettes and tobacco products will be an offence.
7. Any NPS use should be reported to the DSL immediately who will then contact the DECCA Team for advice and guidance

### **Legal Standing and Implications**

1. You must consult the DSL before you take any action.
2. The school does not legally have to act if we are told that pupil(s) is using or has used an illicit drug outside of school time, or has been in possession of an illicit drug outside of school time. It would however be advisable to inform the DSL or Head teacher if you are made aware of any such behavior and the final decision be left with them.
3. If any information is received about a pupil(s) behavior in or outside of school time, and there is sufficient evidence for concern, in relation to drugs it is advisable to concern all relevant parties unless there is evidence that the pupil(s) may be placed at significant risk.
4. 'Using' means someone who is using or taking the drug(s) themselves. It does not mean that they are a drug dealer and each case should be looked at individually.
5. Money does not have to change hands for a pupil(s) to be dealing. Dealing can be defined as passing on, selling, giving away and any action that involves any type of hand over of drugs from one pupil(s) to another.
6. We have no legal obligation to contact the Police.
7. If Police come in to school and wish to formally interview a pupil(s) the parent(s)/carer(s) must be contacted. Parent(s)/carer(s) can refuse permission for their child to be interviewed. This would change if the child were placed under arrest.
8. The Head Teacher can give permission for a formal interview to take place if all possible efforts have been made to contact a parent(s)/carer(s). This should only happen in exceptional circumstances as it could lead to disciplinary action. An appropriate adult **must** be present if a child (anyone under 18 years of age) is interviewed. If this is anyone other than the person who has parental

responsibility they should have undertaken specific training on how to fulfill this role. Without training it would **not** be advisable to undertake this role. The Head Teacher would usually undertake this responsibility in the event of no appropriately trained staff.

### **Substances**

1. If school finds a substance that they believe to be illegal it is recommended they try to establish where it has come from.
2. **DO NOT sniff, smell, taste or ingest the substance in any way – it could be potentially very dangerous**
3. The most important thing to remember is to have a witness to anything you do if at all possible.
4. If it is decided that the drug is to be stored it must be kept in a secure locked place that is only accessible to senior members of the school staff team.
5. It must be separately packaged with your signature, the time, date and place of finding/handing in and should be counter signed by a witness. This is then ready for police collection or disposal.
6. If school decides to dispose of the substance it should only be incinerated due to Health and Safety issues. Do not flush it down the toilet/drain!
7. School can contact Police to collect suspected illegal substances. An Officer would call as soon as practically possible (see above for how to store substance in the meantime.) Remember that no questions have to be answered about any of the pupils in school.
8. Incineration bins can be obtained from the same source as sharps bins.
9. Inform the school DSL and record all you do.

### **Exclusion**

1. For discipline to be effective it has to be consistent.
2. It is a widely held belief that unless the hardest line is taken against drug use/supply the message will appear to be that of school condoning drugs. Being excluded from school can be more damaging than any drug and may not remove the problem and may make it worse.
3. Excluding may take the problem out of school grounds but not away from the pupils. Research also states that when excluded, a young person is more prone to drug use and the dangers that surround it such as drug dependence and crime. Some young people use drugs to hide or distract attention away from other problems. School can often be the most stable influence in a young person's life. Whilst the pupil is in school he/she can be closely monitored, if they are excluded from school he/she will still mix with pupils unmonitored. Permanent exclusion can further alienate a young person already in need of help. Teachers can be the only adults in a child's life that have their best interests at heart.

4. Exclusion is not the only answer. A number of factors should be taken in to account when deciding on an appropriate response.
  - Does the pupil admit or deny allegations?
  - Is this a first or subsequent offence?
  - What was the quantity of drug involved?
  - What was the pupil's motivation? (Was there malicious intent?)
  - Does the pupil have a parent/carer or family member who is using drugs?
  - Does the pupil know and understand the school policy and school rules?
  - If illegal supply is suspected, how much was supplied and was the pupil coerced in to the supply role or the one 'who's turn it was' to buy for others, or is there evidence of organised or habitual supply?
5. If a young person is using or dealing appropriate sanctions can be placed on a pupil. A range of responses will be employed. They are:
  - **Early intervention**
  - **Referral to an outside organisation**
  - **Counselling**
  - **A Behavioral contract. A contract to stay drug free whilst engaged in any type of school related activity or on school premises has been proven to act as an effective deterrent.**
  - **Fixed period exclusion**
  - **Pastoral support programme**
  - **A managed move**
  - **Permanent Exclusion**
6. Each case will be treated individually. Possession will be treated differently to supplying. If it were found that dealing was taking place with any malice then the strongest course of action will be employed.
7. Placing a young person on a "drug free in school time" contract signed by the pupil, parent/carer and school, has proved successful in deterring further drug use, in school, by a pupil.
8. It should not be the sole burden of responsibility for one person to decide the future of any young person. Any decision should be discussed between all parties concerned to try to establish what is best for the young person and school. Record all you decide and do, it may be important in the future.
9. The DECCA Team can be called in to school to work with any young person suspected or caught using drugs.

NOTE: please follow existing school policy for the handling of Sharps and related paraphernalia and for what to do in a medical emergency.

# **Tobacco, nicotine products, e-cigarettes and vaporizers**

## **Restrictions on use**

This section of the policy applies to employees, pupils, parents, visitors, members of the public, contractors, and any other organisation or individual accessing the school premises.

Smoking and use of e-cigarettes and vaporizers is not permitted on any part of the school premises, including kitchens, entrance ways or on land adjacent to the school building (car park, gardens, walk ways etc...) where this forms part of the school premises. Pupils should also be restricted on use of all above mentioned products on the way to and from school and whilst on any school related business.

It is recommended as good practice that employees should avoid being seen smoking or using e-cigarettes and vaporizers in sight of pupils, parents and visitors in order to reinforce positive role models and a comprehensive approach to tobacco and nicotine related issues. For this reason this policy will apply to all residential trips, school day trips away and any off-site activities.

## **Vehicles**

Smoking and use of e-cigarettes and vaporizers is not permitted in any school owned/hired/leased vehicles. Employees must also refrain from smoking and use of e-cigarettes and vaporizers in their own vehicles when carrying passengers relating to their employment such as other staff members, students, parents etc.

From 1<sup>st</sup> October 2015 it will be illegal to smoke in a vehicle containing anyone aged 17 years or under.

## **Education and Publicity**

According to the Health Act No Smoking signs should be displayed in visible areas around the school site.

Staff handbooks, school prospectus, and student planners should also clearly state that the school is smoke free.

It is recommended that Tobacco education should feature in PSHE, Science and other subjects and be supported with good quality educational resources, demonstration models, and teaching plans. You can request support with this from the DECCA Team by calling 0121 569 2201.

## **Non-compliance with Smokefree legislation**

The penalties and fines for non-compliance with the smokefree legislation set out in the Health Act are as follows:

- Anyone discovered to be smoking on a smokefree premises or in a smokefree vehicle faces a fixed penalty notice
- Failure to display no smoking signs in smokefree premises and vehicles as required by law can result in a fixed penalty notice

- Failing to prevent smoking on a smokefree premises or in a smokefree vehicle as required by law can result in a fine by a court not exceeding level 4 on the standard scale

### **Disciplinary action**

The enforcement of this smoking policy will be the responsibility of the DSL in collaboration with SLT.

It is recommended that anyone raising genuine concerns about breaches of the policy should be protected from victimisation from others.

Non-compliance with this policy by any individual will result in the following:

- A formal record of the smoking incident will be recorded thus making it easier for school to keep track of smoking related incidents within school and those students that are involved
- Students will potentially face a fixed term exclusion if caught in breach of this policy
- Students may be asked to sign a drug free in school contract as a formal commitment to not smoking on school site if caught
- Students will be spoken to by an appropriate member of staff to discuss their smoking, any plans to stop, and encourage a referral to stop smoking services
- Any student wishing to address their smoking behaviour can be referred to the Quit 51 Team on 0800 622 6968. They can then either arrange to work with the young person or assist them in accessing appropriate services
- Students will receive a smoking awareness session as part of their reintegrating plan. However they should not be expected to attend a smoking cessation clinic if they are not ready to stop smoking as this could undermine the motivation of other students that are attending these clinics

### **Support for smokers**

This policy recognises the highly addictive nature of nicotine and the difficulties experienced by students, staff, contractors, and visitors who need to refrain from smoking and using e-cigarettes and vaporizers whilst on the school site. It is therefore good practice for schools to support students and staff by advertising and promoting local stop smoking services. This can be further supported through referrals to the DECCA Teams smoking prevention and cessation officer, where necessary, and the setting up of a stop smoking clinic within school in partnership with the DECCA Team where it is deemed this service is needed.

To set up a clinic within school DECCA Team can be contacted on 0121 569 2201. A meeting can then be arranged to discuss how we can work together to meet the needs of the school community.

To make this process run smoothly the DSL would then be responsible for making and collating referrals.

**Guidance used**

- DfE - Drugs: Guidance for Schools, 02/04
- DfE and ACPO drug advice for schools 09/12
- QCA – Drug, Alcohol and Tobacco Education Curriculum Guidance for Schools at Key Stages 1 –4, 179/2003

**Ratification**

Signed:..... K Morgan

Head Teacher:

Date:

Signed:..... J McBride

Chair of Governors:

Date:

Implementation: January 2017 (Academic Year 2016-17)

Review Date: January 2018