



Management of Drugs in School Policy

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Statutory Policy	No

Signed: *David Bocke*

Chair of Governors Date: **Dec 2020**

Rationale

It is the aim of Higham Lane School 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 prescription and medicated drugs have beneficial effects, but also that every drug has potential to 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.

1. Aims of this Policy

- To support the school's endeavour to maintain the safety and well-being of all students, staff and visitors
- 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 clarify legal responsibilities, entitlements and obligations
- To develop a whole school approach to drug education in the context of the school curriculum

2. Inclusive definition of drugs

Higham Lane School defines a 'drug' as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

3. Definition of Drug Incidents and Situations

- Drugs or drugs paraphernalia found on school premises
- Students in possession of unauthorised drugs
- Students supplying unauthorised drugs
- Students under the influence of drugs
- Disclosure of drug use
- Illegitimate sale/supply of drugs in the school vicinity

4. Guiding principles

- The Assistant Headteacher overseeing Safeguarding is responsible for coordinating the management of drug-related incidents, in liaison with the Subject Leader for Personal Development, Deputy DSL and the Behaviour and Attendance Manager offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after making an assessment of the situation and be reported to the Headteacher.
- Appropriate support will be offered to those with substance misuse issues.
- Evidence of drug use or possession may result in a suspension or in extreme circumstances a student may be subject to a permanent exclusion or a Managed Transfer to another school. The Behaviour for Learning Policy indicates the types of consequences to be used.
- The School will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

- The School will liaise with the Police to ensure a proportionate response to the type and quantity of possession of substances

5. Key roles and responsibilities

Under the direction of the Headteacher, the Assistant Headteacher overseeing Safeguarding is responsible for drug-related issues within the school.

6. Drug Education

- Context: We will provide all students with drug education as an integral part of our Personal Development programme
- Ethos: Drug education in our school aims to enable students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our students.
- Content and delivery teaching: This will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of students. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.
- Use of visitors and outside speakers: We use visitors to support our planned teacher-led programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our students, however there may be occasion where a student is working with a member of the COMPASS drug support service. On these occasions lone working will be facilitated.

7. Managing drug related incidents: routine arrangements (See Annex 1 for list of banned items):

- **Medicines**
The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.
- **Alcohol**
With the exceptions of ingredients needed for Catering practical lessons, students are not allowed to bring alcohol onto the school site. Parents and visitors under the effects of alcohol will be asked to leave the premises for the safety of the whole school.
- **Tobacco**
The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Students 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. Follow up consequences will be issued in line with the school's Behaviour for Learning Policy.
- **Solvents**
The school will ensure that potentially hazardous substances are stored safely, and students will be supervised if it necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvent-based products.
- **Illegal drugs**
No illegal drugs are permitted to be brought on to, or used, shared or supplied on school premises.

8. Incidents

A drug-related incident may include any of the following:

- A student who is suspected of being under the influence of a drug

- Finding drugs, or related paraphernalia on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use

9. Procedures

- **Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at risk of immediate harm, medical help will be sought and first aid given if required. The priority will be the student's safety.

- **Individuals in possession of drugs**

If any student or adult on school premises is found in possession of an unauthorised drug, it will be confiscated. If the drug is suspected to be illegal, the School will contact the police and immediately hand over the drug. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug-related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of students will be informed and other professionals from the Local Authority, Young Persons' Substance Misuse Service (COMPASS), Youth Service, Police, School Health Service, Social Care etc., may be informed or consulted as appropriate.

- **Support for students**

Following actions to preserve immediate safety, the health and emotional needs of students will be considered. Support is available through the pastoral system 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 those of their parent or carer. Such interventions may include Early Help, Priority Family Referral, Social Care consultation and subsequent referral.

- **Recording**

All incidents will be recorded on CPOMS.

10. Confidentiality

Complete secrecy can never be promised to a student, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a student discloses that they are using a drug without medical authorisation, action will be taken to ensure that the student comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the student in advance of any disclosure of information to others and if possible, enable the student to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures, staff need to carefully define and communicate the boundaries of confidentiality offered.

11. Needles and Syringes

Needles or syringes found on school premises will be removed and placed in a plastic screw top bottle or other suitable container. This will be placed in the domestic waste. If a significant number of syringes are found, we will consult the District Council for further advice on disposal.

12. Searches

The School will always seek consent and ensure that a second adult witness is present. Powers defined under the Education Act 2011 that enables staff to search without consent will

only be used to ensure the protection of students and staff as a proportionate response to a given situation. Searches will only be conducted by members of SLT and Progress Leaders, although other staff may be asked to act as witnesses. Searches will be conducted in such a way as to minimise potential embarrassment and distress. Parents/Carers will be informed if a search has been conducted (see Annex 2 for procedure).

13. Personal Searches & Searches of Personal Property

When a person is suspected of concealing illegal or other unauthorised drugs, they will be asked to consent to a voluntary search which will be completed by suitable staff (see above). Where the individual refuses, and the drugs are believed to be illegal, and the School wishes to proceed along formal lines, the police will be called. The School is not permitted to detain a person without their consent unless a citizen's arrest is made. However, consideration will be given to any dynamically changing situation and a search without consent may be considered by senior staff.

14. Searches of School Property

Staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will always be sought. Individuals will be made aware that if consent is refused, the School may wish to proceed with a search. However, when consent is refused, the School will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

15. Staff Conduct and Drugs

All incidents of allegations of drug misuse by staff must be directed to the Headteacher.

16. Managing Parents/Carers Under the Influence of Drugs

If a student is thought to be "at risk" or "in harm" by handing over to the parent, the School can, in extreme circumstances, refuse to hand over the student. This can only happen if in the opinion of staff and in conjunction with the School Designated Safeguarding Lead or Deputy, the parent is in no fit state to take care of the student. The appropriate services will be notified immediately. The Designated Safeguarding Lead or Deputy, will need to record the situation and action(s) clearly, following local Safeguarding procedures. On occasion, the School might wish to discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

Police Involvement

17. Legal Drugs

The police will not normally be involved in incidents involving legal drugs, e.g. alcohol and tobacco. The School will however inform Trading Standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances in the local area.

18. Illegal Drugs

The police will be contacted to dispose of any illegal drugs found on a person or on the school site. The name and contact details of the local police can be sought from the School Reception or the School Designated Safeguarding Lead or Deputy

19. Staff Training and Support

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents

should they arise. This will therefore be written into the Professional Development Programme.

20. Links to other policies

See also the school's Behaviour for Learning, Anti-Bullying Policy, CPSHE (Personal Development) Policy and Health & Safety Policy.

21. Review of this Policy

This policy will be reviewed every two years or at any other time when guidance and/or legislation changes.

Annex 1

Banned Items:

- Correction fluid e.g. Tipp-Ex
- Glass bottles
- All knives, airguns, fireworks, and any other potentially offensive weapons
- All smoking materials, including e-cigarettes and vapes
- All substances/materials open to abuse/misuse (i.e. drugs, solvents, other hazardous substances)
- All alcoholic drinks
- All aerosol cans (including deodorants)
- Chewing gum
- Laser pens
- Energy drinks

Annex 2

Procedure for searching pupil's outer clothing, pockets and possessions.

Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item (Subsection 3 of the Education Act 1996) listed below or any other item that the school rules identify as an item which may be searched for.

The list of prohibited items is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used: to commit an offence, or to cause personal injury to, or damage to property of; any person (including the pupil).
- an article specified in regulations (School regulations 2012): tobacco and cigarette papers (this does not include e-cigarettes or vapes); fireworks; and pornographic images.

Under common law, school staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

The Headteacher has authorised Mr Emery, SLT, active DSLs and PLs along with Mr Boaler, Mrs Davis and the staff in Student Services to carry out a search of a pupils' outer clothing, pockets and possessions.

Staff must consider the age and needs of pupils being searched. This includes individual learning needs or learning difficulties of pupils with SEN and making reasonable adjustments that may be required where a pupil has a disability.

The DSL and Deputy should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item. All searches should be recorded on the live spreadsheet (see later) and searches for prohibited items should be also recorded on CPOMS even if nothing was found.

Before searching

An appropriate location for the search will be found. Where possible, this will be away from other pupils. The search will only take place on the School premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- assess whether there is an urgent need for a search
- assess whether not doing the search would put other pupils or staff at risk
- consider whether the search would pose a safeguarding risk to the pupil
- explain to the pupil why they are being searched
- explain to the pupil what a search entails – e.g. I will ask you to turn out your pockets and remove your blazer
- explain how and where the search will be carried out
- give the pupil the opportunity to ask questions
- seek the pupil's co-operation

If a pupil refuses to co-operate, the member of staff may sanction in line with the school's behaviour policy.

Parents/carers will be informed. Please liaise with Steve Emery regarding a suitable sanction however this is usually a day in inclusion. If the item is on the prohibited list then the Police may also be called, please again liaise with Steve Emery.

Authorised staff can use reasonable force to search for prohibited items. We should only use reasonable force in exceptional circumstance and only after first consulting with the Headteacher, Mr Emery (Behaviour and Intervention Manager) or Mrs Domigan (Senior DSL).

An appropriate location for the search should be found and this should be away from other pupils.

The authorised member of staff conducting the search must be the same sex as the pupil being searched. There must also be another member of authorised staff present as a witness to the search.

Pupils should be asked if they are carrying the item or any other prohibited or banned items.

The pupil should be asked to empty blazer pockets then hand the blazer over to the authorised member of staff to search.

Pupils should be asked to empty trouser pockets and turn them inside out. Pupils can also be asked to remove shoes, boots, hats and scarves.

The authorised member of staff can also use a metal detector to assist with the search.

Recording searches

Any search by an authorised member of staff must be recorded on CPOMS and the live google spreadsheet whether or not an item is found. All searches for items banned by the school should also be recorded on CPOMS and the live google spreadsheet.

The following information should be recorded to in the record of each search:

- the date, time and location of the search;
- which pupil was searched;
- who conducted the search and any other adults or pupils present;
- what was being searched for;
- the reason for searching;
- what items, if any, were found; and
- what follow-up action was taken as a consequence of the search.

Parents/carers should always be informed of a search for a prohibited item and the outcome of the search including any sanctions applied. Parents/carers should always be informed of the sanctions applied if a banned item is found.

Confiscation

An authorised staff member carrying out a search can confiscate any item that they have reasonable grounds for suspecting:

- poses a risk to staff or pupils;
- is prohibited, or identified in the school rules for which a search can be made (see paragraphs 2-3); or
- is evidence in relation to an offence

Prohibited or illegal items must be collected by the Police as soon as possible. Please seek advice from Steve Emery.

All other confiscated items should not be returned to the student. Parents/carers must collect.