

Swanwick School & Sports College
Swanwick School & Sports College

SSSC Drugs Policy

Review Dates	Next Review Date	Policy Writer	Nominated Governor
October 2023 October 2024 November 2025	November 2027	Charlotte Mckee	Karen Hudson

This policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school.

Definition(s)

The United Nations Office on Drugs and Crime defines a drug as:

'A substance people take to change the way they feel, think or behave'

This definition has been adopted by the Home Office and is the definition that applies within this policy and which therefore covers:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrates
- All legal medicinal drugs (including 'over-the-counter' and prescription medicines)

'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.

Within the policy where 'smoking' is referred to this includes cigarettes, e-cigarettes, vaping, cigars and pipes.

Aims of this policy

The purposes of this policy is to:

- Clarify the legal requirements and responsibilities of the school.
- Reinforce and safeguard the health and safety of all staff, pupils, governors, parents/carers, external agencies and the wider community.
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- Give guidance on developing, implementing and monitoring the drug education programme.

- Enable staff to manage drugs, alcohol and illegal substances on the school premises, and any incidents involving such that may occur, with confidence and consistency, and in the best interests of those involved.
- Ensure that the response to incidents involving drugs, alcohol and illegal substances compliments the overall approach to drug education and the values and ethos of the school.
- Provide a basis for evaluating the effectiveness of the school's drug education programme and the management of incidents involving illegal and other unauthorised drugs

Application:

This policy applies to all persons using the school site; pupils, parents/carers, staff and visitors. It applies whilst pupils are travelling to and from school, during the school day (including break and lunch time), and during any additional times the school is legally responsible for the pupil. It applies on residential and non-residential visits.

- **Role of the Headteacher and Governors:**

The Governing Body have overall responsibility for the policy and its implementation. This responsibility is devolved to the Headteacher who are responsible for liaising with the governing body, parents/carers and appropriate outside agencies and for the appointment of those staff within the school, who have responsibility for handling the implementation of the policy. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

- **All Staff**

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug related incident. If they have any queries or training requirements these should be made known to the Personal Development Faculty Lead and/or to the Senior Leadership Team. The caretaker regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported to the Headteacher and/or SLT and dealt with in accordance with this policy.

- **Parents and Carers**

Parents and carers are encouraged to support the school's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed (see Administration of Medicines Policy). Parents/Carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents/carers, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this right. The child protection service may be contacted in the first instance and advice sought (see school's Safeguarding Children policy/procedures).

- **Pupils**

All pupils will support this policy and have access to drug education through the delivery of PSHE lessons.

Aims and objectives of drug education

“Drug education should provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating to their own and others’ actions” (Drugs: Guidance for Schools DCFS 2004).

The main aims of our drug education are to increase pupil’s knowledge and understanding and clarify misconceptions about:

- The short and long term effects and risks of drugs
- The rules and laws relating to drugs
- The impact of drugs on individuals, families and communities
- The prevalence and acceptability of drug use among peers
- The complex moral, social, emotional and political issues surrounding drugs

Develop pupil’s personal and social skills to make informed decisions and keep themselves safe and healthy:

- Assessing, avoiding and managing risk
- Communicating effectively
- Resisting pressure
- Finding information, advice and help
- Devising problem solving and coping strategies
- Developing self-awareness and self-esteem
- Enable pupils to explore their own and other people’s attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

Drug education is part of PSHE and also National Curriculum Science. PSHE is taught every Monday morning by Form Tutors and follows a spiral approach to ensure that pupils have numerous opportunities to develop their knowledge and understanding of these areas.

Drug education is delivered by teachers and from time to time with support from external partners; including the police and health professionals. We always require teachers to be present throughout any contributions from visitors.

Drug education can be a sensitive issue and to protect the privacy and respect of everyone, teachers will be expected to develop ground rules with pupils at the onset of work. If pupils ask particularly sensitive questions that appear to be inappropriate in the circumstances, teachers will deal with this outside the classroom on a one-to one basis. If the teacher judges it necessary the pupil could be advised to speak to the Pastoral Team, provided with information

Swanwick School & Sports College

about where to get further help or, if the matter is considered a potential Child Protection issue, the staff member responsible for this should be notified.

We are aware that some pupils and families may have different beliefs and behaviours towards drugs, especially alcohol and we will take this into account when using materials and ensure that differences of opinions are respected. Where we know that a pupil's home circumstances make it likely that they may be either more knowledgeable about drugs or need more support then we will monitor the situation and make suitable arrangements for additional work to be done, usually with the consent and knowledge of the pupil's parents/carers.

Remit and extent of the Policy

At SSSC, a drug related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy.

Incidents can include emergencies, observations and discovery, disclosure, suspicion and rumour.

This school does not permit the possession, use of or supply of any illegal or legal drug (unless an authorised legal drug) and will investigate and respond in line with this policy to any incident which takes place:

- within the school boundaries
- on or near the school premises
- whilst in school uniform
- on the journey to and from school
- within the school day
- on school visits
- on residential trips
- on work experience
- at any school social event

These rules apply equally to staff, pupils, parents, carers, governors and those working in or visiting the school.

This is a smoke-free school and pupils, staff, parents, carers and visitors are not allowed to smoke on school premises. New members of staff will be made aware of this on induction and this information is also part of our 'sign in' process. Please refer to the School's Smoking and Vaping Policy for further information.

Management of drugs in school

The school has a separate policy for the safe and secure management of prescription drugs 'Administration of Medicines policy'.

There are circumstances when some legal drugs (prescribed) are authorised for use in school - any pupil requiring access to prescription drugs for medical reasons will be supported as per the Administration of Medicines policy. Parents/Carers and pupils must inform the school where this is needed and pupils must not be responsible for the safety of their own medication, unless

Swanwick School & Sports College

previously agreed, this must be handed in to school to be kept securely until needed in line with the above policy.

A member of staff who requires prescribed medication whilst on school site and/or visits must inform a member of the SLT to ensure health and safety requirements can be met.

School responses to drug-related incidents

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

- The Headteacher and a Designated Safeguarding Lead (DSL) will be informed immediately
- All situations will be carefully considered before deciding a response
- Permanent exclusion will not be the automatic response and will only be considered in the most serious cases
- Before any decision to permanently exclude is made, the school will offer a Child and Family Early Help Assessment to ascertain if any additional support is needed
- The school will offer a referral to services for support
- 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
- Decisions about the sanction will depend on whether the offence is one of a series or a first event, previous support has been offered to the pupil and whether the pupil was in possession or supplying. Any extenuating circumstances will also be taken into consideration
- The Headteacher in consultation with a DSL will decide whether a disciplinary and/or counselling response should follow
- Incidents will be reported to the Chair of Governors.

Possible responses might be:

(i) Support

Support is provided for pupils who have concerns about their own or their family's drug use. We assess the welfare and support needs of the pupil and identify the most appropriate support for them. This might involve the school nurse, school counselling service, We are With You, a Child and Family Early Help Assessment, Family Group Conferencing or other services providing specialist help. Support is also provided for 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 participate in a specific drug education programme and may be referred for specialist support if needed.

(ii) Sanctions

Where a school rule related to drug use is broken, sanctions will be given. The nature of the sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and/or Deputy Headteachers and be consistent with the behaviour policy. The school uses a range of sanctions including withdrawal from activities, internal suspension, fixed term suspension or permanent exclusion. The latter will be considered only in

Swanwick School & Sports College

exceptional cases, such as supplying illegal drugs. It will be used as a last resort after all other approaches have been considered.

Procedures for managing incidents

- Reporting a drug-related incident

All drug-related incidents are reported, in the first instance, to the Headteacher and DSLs. Although there is no legal obligation to report an incident involving drugs to the police, every incident will be assessed individually and appropriate steps will be taken. The school will always inform police immediately about any incident involving the sale of drugs. The school will contact Trading Standards about the sale of tobacco, alcohol and solvents to under-age pupils, from local shops.

- 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, it will be confiscated, in the presence of a second member of staff as witness. These staff must then pass this on to a member of SLT who is a DSL.

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, wherever possible, one member of staff should be the same sex as the pupil. (Screening, Searching and Confiscation, DfE, 2018) 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, although there is no legal requirement to do this or to inform parents/carers before or after a search. Teachers can search pupil's trays/bags where they have reasonable grounds to suspect that drugs have been stored there. If consent for the search is not provided by the pupil, then the decision to search must be authorised by the Headteacher.

- Disclosure

When a pupil discloses to a member of staff that he/she/they 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 pupil's welfare. Pupils know that staff cannot promise total confidentiality if safeguarding concerns are raised and/or if further support is to be considered such as referral to a drug service or counselling service. The DSL will coordinate the most appropriate support including referral to specialist services.

- Intoxicated parents/carers

Our school rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer 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 on 999. We will also follow our Child Protection procedures if we are concerned about risk of harm.

Child Criminal Exploitation/County Lines

When speaking with pupils and responding to any incidents involving drugs, staff will be vigilant to the pupil's vulnerability to criminal exploitation and particularly County Lines. Any concerns about a young person such as erratic school attendance and/or changes in their attitude and engagement with learning; unexplained or disproportionate access to money/expensive items; pupil being reported as missing; or where staff become aware that a pupil has several mobile phones could indicate the pupil is a victim of exploitation and must be shared with the DSL.

The governing body of SSSC recognises that pupils who are not accessing school due to low levels of attendance or exclusion are at greater risk of all forms of exploitation. Any attendance issues will be addressed in line with the school's 'Attendance policy'. Furthermore, any fixed-term suspension will be for the shortest time necessary and in line with the published behaviour policy. Permanent exclusion will be the last resort and only in the most serious of circumstances where no other option is available.

Disseminating the policy:

The policy is on the school's website and drawn to the attention of all pupils, parents/carers and staff on induction. Any outside contributors involved in drug education receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.

Monitoring:

A review of the **Drugs policy** document is undertaken every two years. The Drugs policy is a working document and is kept under constant review.

Headteacher:		Date:	
Chair of Governing Body:		Date:	

Links with Other Policies:

- Behaviour and Attitude to Learning Policy
- Child Protection and Safeguarding Policy
- Code of Conduct
- Administration of Medicines
- Health and Safety Policy
- Smoking and Vaping Policy
- Attendance Policy
- Healthy School

Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol related problems.

Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health)

A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Email: enquiries@ash.org.uk

Website: www.ash.org.uk

Drinkaware

An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Website: www.drinkaware.co.uk/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Email: info@drugscope.org.uk

Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600

Email: frank@talktofrank.com

Website: www.talktofrank.com

Smokefree - NHS Smoking Helpline: 0800 169 0169

Website: <http://smokefree.nhs.uk>

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>