



**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

**DRUGS POLICY**

**At St. Hild's Church of England School we aim to serve our community by providing high quality education in a Christian context. We are a comprehensive school guaranteeing equal opportunities, a responsive curriculum and a supportive community. We expect to find God at work in our school.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***"I have come that they may have life in all its fullness (John 10:10)"***

The Drugs Policy for St Hild's Church of England School covers two key elements, educational entitlement and the management of drug related incidents.

This policy was developed by St Hild's Church of England School in consultation with the Governing Body, all teaching staff and the school council. This policy has links with the following school policies: Health and Safety, Administration of Medicines; Discipline and Pupil Behaviour, Safeguarding and Confidentiality. This policy has due regard to the Government guidelines summarised in Appendix 1.

**Drugs Statement**

It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments (this includes schools) to knowingly permit the supply or production of any illegal drugs on their premises. It is also an offence to allow premises to be used for the smoking of cannabis or other drugs.

This policy reflects local and national aims and priorities expressed within the Government 3 year drug strategy "Drugs: Protecting Families and Communities 2008 - 2011" (2008) the Government strategy on Alcohol, "Safe, Sensible and Social" (2007). It also incorporates the key messages contained in Dfe and ACPO drug advice for schools (DfE/00001-2012) (Please see Appendix 1 for the Guidance for schools document responses to the most frequently asked questions)

**To whom does the policy apply?**

This policy applies to all of the following people when they are on the school premises: pupils, staff, parents/carers and visitors. Breaches of this policy by any of those mentioned will be dealt with by the Headteacher/Governing Body. This policy also applies to pupils and staff when off-site on educational visits, including those abroad, or whilst on the way to and from school.

The policy also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

### **Definition of a drug**

For the purpose of this policy the following definition of a drug will apply:

*“A substance people take to change the way they feel, think or behave.”*

This broad definition allows for the inclusion of all medication (see schools Medication Policy), legal/illegal drugs (including ALCOHOL ,TOBACCO, Vapourisers AND LEGAL HIGHS) volatile substances and all over the counter and prescription medicines.

### **Overall Aims of the Policy**

- To provide a framework for effective drug education.
- To provide systems for dealing with drug related incidents.
- To ensure that the school's drug education programme reflects the aims and values of the school and its governing body.

### **Roles and responsibilities**

#### **Governing Body**

As part of their general responsibilities for the management of the school, the Governors have agreed this policy. They will continue their involvement through regular evaluation of it.

#### **Headteacher**

The Headteacher takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents/carers, LA and appropriate outside agencies in the event of a drug-related incident. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies such as Children's Services, Child Protection Officers, and Police.

#### **Deputy Head Pastoral, Safeguarding Lead and PHSCEE Co-ordinator**

The above named people with the Headteacher have a general responsibility for supporting other members of staff in the implementation of this policy. They will provide a lead in the dissemination of information relating to drug education. They are responsible for identifying and providing good quality resources and in service training.

The Headteacher/Deputy Headteacher, or in his/her absence a senior member of staff, is the first point of contact for advice/support in dealing with a drug-related incident.

## **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 Health & Safety Policy, 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 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 and Child Protection Policy).

## **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. This includes lunchtime supervisors and the Site Manager and cleaning staff. If they have any queries or training requirements these should be made known to the CPD coordinator. The caretaker will regularly check the school premises – any substances or drug paraphernalia found will be recorded and reported to the Deputy Headteacher or the Headteacher and dealt with in accordance with this policy.

## **Equal Opportunities Statement**

A Drug Education programme will be provided to all pupils with consideration of any particular needs (see Equality in Employment Policy).

## **SECTION 1 – DRUG EDUCATION**

### **Aims and objectives of drug/health education**

The aim of our drug education programme is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

The main aims of our drug education programme are to:

- Enable each pupil to develop confidence and self-esteem
- Raise pupils' awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential
- Encourage a healthy respect for all substances taken into the body
- Enable pupils to explore their own and others' feelings, views, attitudes, and values towards drugs and drug-related issues.

### **The Education Act 2006**

The Education Act 2006 places a statutory responsibility upon schools to provide a broad and balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school.
- Prepares pupils for the opportunities, responsibilities and experiences of adult life.

### **The National Curriculum**

The National Curriculum Science order states that pupils should be taught:

### **At Key Stage 3**

- The role of lung structure in gas exchange, including the effects of smoking
- That the abuse of alcohol, solvents and other drugs affects health

### **At Key Stage 4**

- The effects of solvents, alcohol, tobacco and other drugs on body functions

### **PSHCEE (Recommended)**

#### **Key Stage 3**

- All pupils cover the risks of misusing prescribed drugs and Year 8 pupils cover 'Drug education' as part of their ASBAD conference.
- All pupils cover a unit of age appropriate work on drug education.

#### **Key Stage 4**

- Pupils work on making informed decisions.
- Year 10 pupils cover a unit of work on drug education.

### **Teaching programme, strategies and resources**

Drug Education is delivered mainly through the Science and PSHCEE curriculums by subject specialists or by outside speakers in both whole class or year group situations (including assemblies) using a broad variety of teaching and learning strategies. The Deputy Headteacher (Pastoral) will review the drug education provision on an annual basis with the School's lead for PSHCEE who surveys both staff and pupils' view on improving PSHCEE and drug education.

Where teaching and learning includes issues which may be sensitive, staff and pupils will work within clearly understood and applied ground-rules set by the teacher or member of staff delivering the session.

Drug Education will be assessed in a number of ways including: -

- Pupil self-assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of pupil attainment by observation and review of pupil written work

### **Monitoring and evaluation of the drug education programme.**

The Headteacher has responsibility for the overall monitoring of drug education. This can include: -

- reviewing samples of pupils' work
- teachers' comments on the scheme of work and lesson plans
- feedback from teachers involved in the delivery of the programme

The views of pupils and teachers are essential for evaluation of the drug education programme. Feedback will be gained through discussions and written responses when necessary. Changes, if needed, will be made to the planning and teaching of the programme in light of the evaluation and evidence of best practice.

### **Resources**

All resources for drug education are regularly reviewed and updated by those in charge of delivering drug in line with the education aims of this policy and reflecting Drug Advice for Schools (DfE00001-2012). Making pupils aware of the dangers of using drugs is also regularly mentioned in assemblies and registration.

### **Special Educational Needs and Disabilities**

Children registered as having Special Educational Needs/Disabilities have the same right to good drugs education as any other pupil and will be taught alongside all other pupils. However, teachers must be aware of, and respond to, their needs in drug education lessons just as in any others, taking account of targets set in the pupils' Access Plans.

### **Children vulnerable to substance misuse**

Vulnerable pupils and those with SEND will be provided with additional support through differentiation which will enable them to access their curriculum entitlement. Staff are able to gain additional support and guidance from the School's lead for PHSCEE on appropriate resources and educational approaches.

### **Use of Visitors and outside agencies**

Visiting facilitators can enhance the delivery of drugs education and some pupils do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or pupil response which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must be planned as part of an overall programme of Drug Education.

## **SECTION 2 - DEALING WITH DRUG-RELATED INCIDENTS**

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. The school does not condone the use of drugs but will endeavour to support any pupil with a drug problem in line with its pastoral responsibilities. However the school will take a firm stance where drugs are brought into the school with the purpose of sharing with other children.

"School staff are best placed to decide on the most appropriate response to tackling drugs within their school." (DfE drug advice for schools 00001-2012 page 6). With this in mind the appropriate staff will use the incident flow chart (taken from the original DfES Drugs: Guidance for schools 2004 document. See Appendix 3) when considering the most suitable action to take.

Parents/carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the Child Protection Service has been contacted. In this case, it is up to the CPS to decide the course of action.

Staff should be aware that if they (a) fail to take action in a drug-related incident or (b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence (a) enables criminal offences to be committed, or (b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.

- If a pupil is, or appears to be, under the influence of a drug (including misuse of medicines) - **Seek First Aid** or a pupil discloses their own drug use or a parent/carer is concerned about their child's drug use, the school may consider a **HART Referral Form (see Appendix 2)**. Referrals should be made to the HART Young Persons Substance Misuse Team. Tel. 01429 285000.

The Deputy Headteacher (Pastoral) will oversee and coordinate the drug issues and the key roles and responsibilities.

Following the incident the Deputy Headteacher (Pastoral) or member of the Pastoral Team (normally the pupil's Year Leader) should complete a referral (to HART) form and must contact the police where appropriate if drugs are found on a person within school or within the school site.

Copies of the referral form are available on the school system under "Student Services" or from HART by request (see Appendix 2)

### **Unauthorised Substances**

No substances are to be brought onto the school premises unless authorised by the Headteacher or through the agreed protocol for the use of medicines on the school premises. This includes alcohol, tobacco, volatile substances and medicines (This list is not exhaustive, other substances may be included at the discretion of the Headteacher). This applies to anybody using the building.

Pupils found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents/Carers will be contacted by the relevant teacher. Parent/Carer support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of school rules.
- A suitable sanction will be given. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils. It must be noted that pupils who intend to supply to other pupils will be dealt with severely.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in school will be confiscated. Illegal substances will be placed in a labelled envelope and kept securely until collected by the police.
- Smoking paraphernalia and Alcohol will be disposed of.

### **What to do in the event of finding a drug/unauthorised substance or suspected illegal substance**

Take possession of the drug/substance and inform the Headteacher, Deputy Headteacher or if not available a senior member of staff.

1. In the presence of a witness the article should be packed securely and labelled with the date, time and place of discovery.
2. The package should be signed by the person who discovered it and stored in the safe within the administrative areas of the school
3. Police should be contacted immediately if deemed to be appropriate and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

### **EXTREME CARE SHOULD BE TAKEN**

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Inform the Headteacher/Deputy Headteacher or senior member of staff
5. Contact Environmental Health. Telephone: 01429 266522

### **What to do in the event of finding or suspecting a pupil is in possession of a drug**

1. Request that the pupil hand over the article(s).
2. Having taken possession of the substance/paraphernalia, the drug incident management procedure detailed on Page 7 in this document should be followed.
3. Pupils should be placed in isolation until the matter has been investigated.
4. Parents/carers should be contacted as quickly as possible.

If a pupil refuses to hand over articles a search may be required – it should be noted that:

- Teachers can search school property, i.e. cupboards and trays without permission.
- Teachers authorised by the Headteacher can search a pupil without permission looking for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any item that a member of staff suspects has been or is likely to be used to commit an offence, or to cause injury to, or to cause damage to or any item banned by the school rules.
- Further searches can be conducted by the Police where appropriate

### **Pupils whose parents/carers or family members misuse drugs**

If a pupil is experiencing difficult home circumstances or if a pupil chooses to disclose that there are difficulties at home and it is not deemed a safeguarding issue, St Hild's will follow the procedures set out in this policy.

### **Procedures for dealing with Parents/carers under the influence of drugs on the school premises**

Staff should attempt to maintain a calm atmosphere. If staff have concern regarding discharging a pupil in to the care of a parent/carer attempts should be made to discuss alternative arrangements with the parent/carer, for example requesting another family

member escort the child home. The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of the parent/carer immediately places the child at risk of significant harm or repeated behaviour places the child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police. Advice should be sought from the Designated Safeguarding Lead.

### **When to contact the police**

The police will not normally need to be involved in incidents involving LEGAL drugs, but the School will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area. In the event of a drug-related incident in the School, the School would cooperate with the police should they wish to search premises. A member of staff will accompany any search and any damage will be noted.

**FOR ALL INCIDENTS INVOLVING ILLEGAL SUBSTANCES THE POLICE MUST BE INFORMED AS SOON AS POSSIBLE.**

In the event of a serious incident the police may request to interview pupil(s). Parent(s)/carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make the necessary arrangements. Parents/carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

### **Dealing with the Media**

If there has been a drug-related incident, the Headteacher will be informed and will deal with any enquiries from the media in order to protect the interests of the child and the school.

### **Discipline**

In normal circumstances parents/carers will be contacted. If the Headteacher assesses that the situation is a child protection issue then Child Protection Services will be contacted in the first instance.

This School does not condone drug misuse and under no circumstances will the School accept drugs being knowingly supplied to another pupil. In deciding an appropriate sanction the Headteacher will consider all of the evidence along with the interests of the child balanced against the best interests of the whole school community. A range of responses may be considered that may include:

- A target pastoral support programme
- Referral to an appropriate agency such as HART Young People's Misuse Team
- Home-School contract
- Behaviour support plans
- A managed move
- Fixed term exclusion
- Permanent exclusion

Consideration should be given to:

- The age of the pupil.
- Whether one pupil or a group of pupils is involved.
- Whether there is evidence of particular peer pressure.
- Whether it is the pupil's first offence.
- The purpose of being in possession of the substance.

A free drug counselling service for adults, if deemed appropriate, is available through Addictive Behaviour Service.

### Implementation of the policy

A copy of this policy is provided in the policies folder on the staff network and copies are available to view and download via the School's website

### Monitoring and evaluating the policy

This policy will be reviewed annually by the lead member of staff for this area. This will include evaluation of teaching and learning activities, current resources and staff training and the use (if any) of outside visitors.

Signed .....(Headteacher)	<b>Next Review Date : February 2018</b>
Signed ..... (Chair of Governors)	

This policy was developed by St Hild's Church of England School in consultation with the Governing Body, all teaching staff and the school council. This policy has links with the following school policies:

<b>Linked Policies</b>
<b>Linked to</b> <ul style="list-style-type: none"><li>▪ Health &amp; Safety Policy</li><li>▪ Discipline and Pupil Behaviour Policy</li><li>▪ Safeguarding Children and Child Protection Policy</li><li>▪ Administration of Medicines (currently under Review)</li></ul>

This policy has due regard to the Government guidelines summarised in Appendix 1.

Revision Date	Version	Status
6 <sup>th</sup> March 2017	14.4	Approved @ Full Governors 6 <sup>th</sup> March 2017

## **Appendix 1 – Summary of Government document**

### **Introduction**

This is advice from the Department for Education and the Association of Chief Police Officers. It is non-statutory and has been produced to help answer some of the most common questions raised by school staff in this area, as well as promoting understanding of the relevant powers and duties in relation to powers to search for and confiscate drugs, liaison with the police and with parents.

Where the document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, novel psychoactive substances (“legal highs”) and volatile substances, unless otherwise specified.

### **Searching and Confiscation**

Separate guidance on searching and can be found in Screening, Searching and Confiscation; Advice for Headteachers , Staff and Governing Bodies.

### **General power to confiscate**

Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil’s property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include novel psychoactive substances or ‘legal highs’. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

### **Involving parents and dealing with complaints**

Schools are not required to inform parents before a search takes place or to seek their consent to search their child.

There is no legal requirement to make or keep a record of a search, but is advisable in order to respond to any future complaint by a pupil or parent.

Schools would normally inform the individual pupil’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

### **Working with the Police**

A senior member of staff who is responsible for the school’s Drugs Policy should liaise with the police and agree a shared approach to dealing with drug-related incidents. This approach should be updated as part of a regular review of the policy.

## **Legal drugs**

The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

## **Controlled drugs**

In taking temporary possession and disposing of *suspected* controlled drugs schools are advised to:

- ensure that a second adult witness is present throughout;
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the pupil;
- identify any safeguarding concerns and develop a support and disciplinary response

**Appendix 2 HART referral form**

<b>LEVEL 1 – REFERRAL IN TO SERVICES</b>			
Date referral completed: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Previously treated by Substance Misuse Service: YES / NO			
<b>YOUNG PERSONS DETAILS</b>			
Name:		D.o.b.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
Address:		NFA <input type="checkbox"/> Parent/Carer Address and Contact Details:	
Post Code:		Telephone Number of P/C:	
Mobile No:		GP Details:	
Home No:			
Preferred mode of contact: Letter <input type="checkbox"/> Telephone <input type="checkbox"/> Mobile <input type="checkbox"/> Text <input type="checkbox"/>			
Ethnicity:			
Any Specific individual requirements: i.e. language, mobility, sensory, cultural, religious:			
<b>SUBSTANCES CURRENTLY USED</b>			
DRUGS	ROUTE IV, Sniff, Oral, Other	FREQUENCY	USED IN LAST MONTH Y/N
<b>CAF/Safeguarding/Risk Status</b>			
Has a CAF been completed: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, Who is the Lead Professional:		Agency Details:	
Is the Young Person/Family involved with the Safeguarding Team: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, Who is the allocated Social Worker:		Contact No:	
<b>ORIGIN OF REFERRAL</b>			
Referrer's Name:		Referrer's Tel. No.	
Referrer's Address:		Relationship to Client:	
<b>Referral Source:</b>			
Social Care	Drug Service – Non statutory	GP	Self
Education	Youth Offending	A&E	College
			CAMHS
			Parent/Carer
Other (specify)		Next of Kin Details (for use in an emergency only):	
<b>OTHER COMMENTS i.e. Risk &amp; Priority i.e. Physical / Mental Health needs, Pregnancy</b>			
Date of Assessment offered:			
Parent/Carer aware of referral: YES <input type="checkbox"/> NO <input type="checkbox"/> Completed by:			

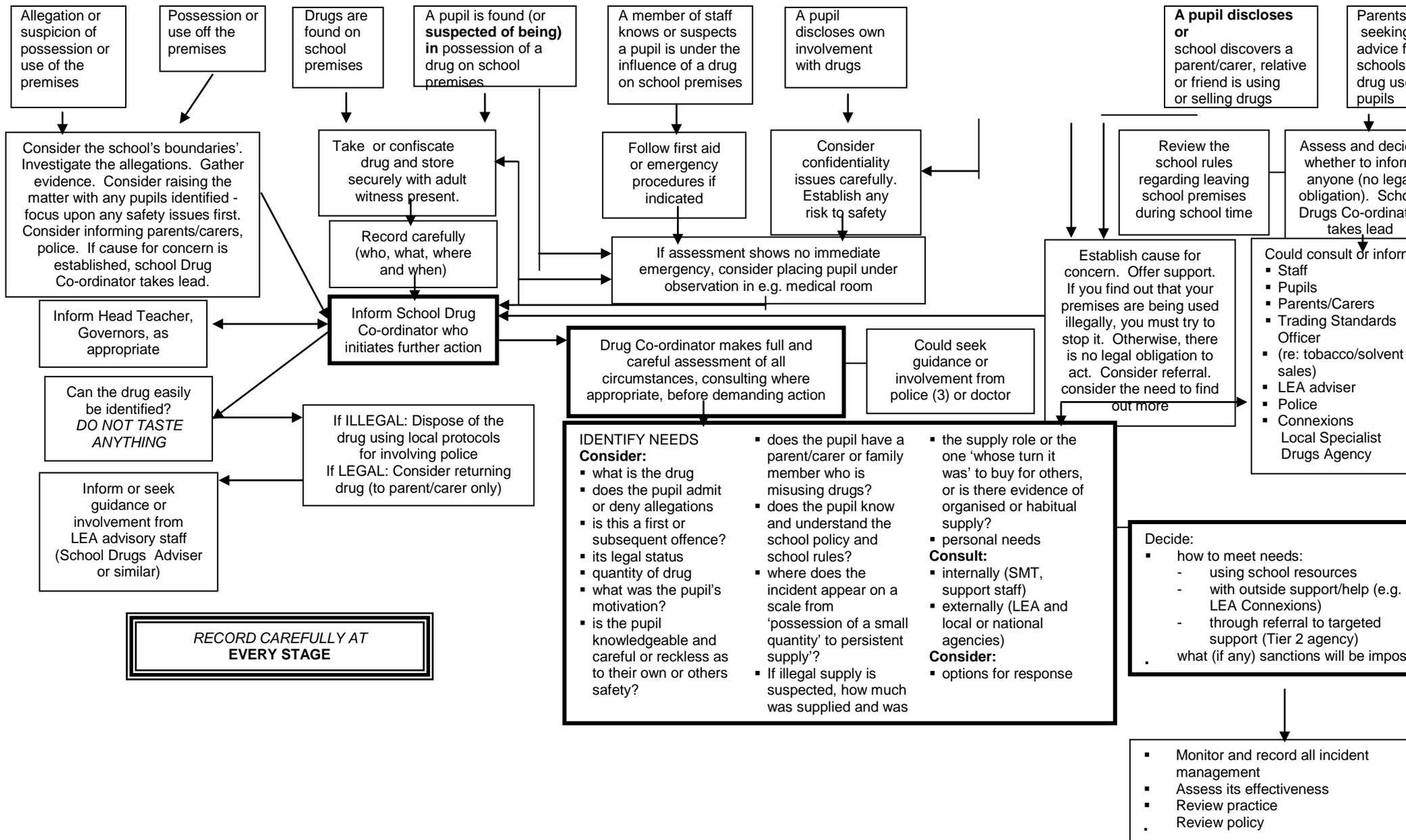
**Hart Referral Form: Please complete and post or fax to the details below.  
Telephone referrals will also be accepted: please have the below information when telephone.**

HART Young People's Service  
44 Victoria Road  
Hartlepool  
TS26 8DD

Tel No. 01429 285000

[enquiries.lifeline.northeast@gmail.com](mailto:enquiries.lifeline.northeast@gmail.com)

**Appendix 3 Incident Flow Chart Taken from the DfES Drugs: Guidance for schools 2004**



**RECORD CAREFULLY AT EVERY STAGE**

**IDENTIFY NEEDS**

**Consider:**

- what is the drug
- does the pupil admit or deny allegations
- is this a first or subsequent offence?
- its legal status
- quantity of drug
- what was the pupil's motivation?
- is the pupil knowledgeable and careful or reckless as to their own or others safety?

- does the pupil have a parent/carer or family member who is misusing drugs?
- does the pupil know and understand the school policy and school rules?
- where does the incident appear on a scale from 'possession of a small quantity' to persistent supply?
- If illegal supply is suspected, how much was supplied and was

- the supply role or the one 'whose turn it was' to buy for others, or is there evidence of organised or habitual supply?
- personal needs

**Consult:**

- internally (SMT, support staff)
- externally (LEA and local or national agencies)

**Consider:**

- options for response

**Decide:**

- how to meet needs:
  - using school resources
  - with outside support/help (e.g. LEA Connexions)
  - through referral to targeted support (Tier 2 agency)
- what (if any) sanctions will be imposed

- Monitor and record all incident management
- Assess its effectiveness
- Review practice
- Review policy