

# RED ROSE SCHOOL DRUGS MANAGEMENT POLICY

Updated: November 2018

Section 7

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## **POLICE CONTACT:**

First point of contact:  
Emergency: Dial 999

## **INTRODUCTION**

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

This guidance does not focus on drug education. It covers broader behaviour and pastoral support, as well as managing drugs and drug-related incidents within the school.

The first concern in dealing with a medical emergency involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, healthy schools, school visits and child protection.

## **PURPOSE OF DRUGS MANAGEMENT POLICY**

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of students and others who use the school
- clarify the school’s approach to drugs for all staff, students, parents/carers, external agencies and the wider community
- enable staff to manage drugs on school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school

## **WHERE AND TO WHOM THE POLICY APPLIES**

This policy applies to all staff, students, parents/carers, and partner agencies working in the school. It includes journeys to and from school in school uniform, work experience, residential trips and college courses. Students must not bring controlled drugs, cigarettes (including e-cigarettes) or alcohol onto the school site at any time. Alcohol may only be brought onto the school site with the Headteacher's permission.

## **THE DEFINITION OF A DRUG**

The definition of a drug given by the United Nations Office on Drugs and Crime is:

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

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- all over-the-counter and prescription medicines.

## **THE SCHOOL'S STANCE TOWARDS DRUGS**

The School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the school boundaries.

## **RESPONSES FOR MANAGING DRUG RELATED INCIDENTS**

The responses for managing drug related incidents are listed in Appendix 1.

The school recognises that there are instances where other non-controlled drugs may legitimately be in school.

## **MEDICINES**

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

## **VOLATILE SUBSTANCES**

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely and managed to prevent inappropriate access or use.

## **ALCOHOL**

Use and consumption of alcohol at school can only be authorised by the Headteacher. In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children.

The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with the Head Teacher.

## **TOBACCO /E-cigarettes**

The School is a non-smoking site.

## **STAFF WITH KEY RESPONSIBILITY FOR DRUGS:**

Drugs Education Co-ordinator: Mrs Gill Makinson, Head Teacher

Management of drug related issues in school: Head Teacher

If any member of staff has concerns about any drug related incident then they should immediately inform the Head Teacher.

## **STAFF SUPPORT AND TRAINING**

The launch of this policy involved whole staff continued professional development training and subsequent new staff will be provided with training as part of the New Staff Induction Programme.

## **SCREENING, SEARCHING & CONFISCATION**

*See Chapter 7.*

## **REFERRAL AND EXTERNAL SUPPORT**

The Head Teacher is responsible for referral to agencies. Appendix 2 lists useful contacts for students and parents.

Referral procedures may vary where children are thought to be 'suffering, or at risk of suffering significant harm' and the protocols of the Area Child Protection Committee are applicable. Clear referral criteria and communication routes should be established between the range of agencies, including young people's advice and treatment services.

### **Youth Offending Teams (Yots)**

Each Local Authority has a multi-disciplinary Yot made up of staff from the police, social services, health, education and probation. Although many Yots are involved in prevention work with young people, they are formally involved when a young person is going to receive a final warning from the police or appear in court.

## **CONFIDENTIALITY**

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with the Head Teacher. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child safeguarding
- co-operating with a police investigation
- referral to external services.
- every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information.

It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen.

These exceptions are defined by a moral or professional duty to act:

- where there is a child safeguarding issue
- where a life is in danger.

## APPENDIX 1

### RESPONSES FOR MANAGING DRUG RELATED INCIDENTS

Incident	First Occasion	Second Occasion	Third occasion	Fourth Occasion
Possession of Cannabis and other Class C Drugs	<b>5-10 days fixed term exclusion.</b> Referral to DIPSY, assessment and student commitment to help. Behaviour assessment; further risk assessment for school (e.g. to ensure curriculum/pastoral programmes address issues raised). Incident logged. Parents and student understand legal position from Headteacher. Consequences of 2 <sup>nd</sup> offence made clear.	<b>Permanent Exclusion.</b>		
Possession of Alcohol	Substance confiscated. Parents phoned and letter home. Incident logged. <b>5 day fixed term exclusion.</b>	Substance confiscated. Parents called to collect student; <b>11 day fixed term exclusion.</b> Risk assessment for student and school. Possible behaviour/ health intervention.  Contractual agreement with parents. Governors Disciplinary.	Further risk assessment and behaviour assessment. Continued disregard for school rules/ intervention programme.  <b>Permanent exclusion.</b>	
Possession of cigarettes	Items confiscated. Parents notified. <b>1 day fixed term exclusion</b>	Items confiscated. Parents' notified <b>2 day fixed term exclusion</b>	Items confiscated.  School/Parents Meeting to discuss potential future consequences of continued defiance of school rules	Items confiscated. Parents notified.  <b>Permanent exclusion</b>

			5 day fixed term exclusion	
Possession of suspected Class A or B Drug	Substance confiscated. Parents and Police contacted. <b>Fixed term exclusion whilst substance verified / pastoral intervention negotiated.</b> Risk assessment for student and school.  <b>Substance verified: fixed term or permanent exclusion.</b>	<b>Permanent exclusion.</b>		
Social Supply Illegal Drug	Substance confiscated. Parents contacted and Police, if appropriate. Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use.  <b>10-15 day fixed term exclusion</b> whilst investigation undertaken. <b>Possible permanent exclusion after assessment and investigation.</b> Review process: reassessment of risk <i>after</i> intervention.	<b>Permanent exclusion.</b>		
Dealing for profit	Substance confiscated. Parents and Police contacted.  <b>Permanent exclusion.</b>			

## 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.

[www.addaction.org.uk](http://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.

Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://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.

Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902

Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)

Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website:

[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimize alcohol related harm. Tel: 020 7307 7450 Website:

[www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum (DEF)** - A forum of national organisations in England which provide drug education to children and young people or offer a service to those who do.

Tel: 020 7739 8494 Website: [www.drugeducationforum.co.uk](http://www.drugeducationforum.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.

Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website:

[www.drugscope.org.uk](http://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 77 66 00

Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Schools can receive free FRANK resource materials**, updates and newsletters by registering at <http://ddshl.broadsystem.com/freeleaflets.aspx>

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org)

Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)**

A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website:

[www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169

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

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

[www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Directgov Young People** can help young people with information and advice on issues relating to health, housing, relationships with family and friends, career and learning options, money, as well as helping young people find out about activities they can get involved in.

<http://www.direct.gov.uk/en/YoungPeople/index.htm>

**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.

<http://www.justice.gov.uk/global/contacts/yjb/yots/index.htm>