

DRUGS AND SUBSTANCE ABUSE POLICY

(In this policy parent refers to anyone with legal responsibility for the student)

This policy and guidance reflects criteria required for the National Healthy Schools Programme and has been written in accordance with the DfES's "Drugs: Guidance for Schools" (February 2004)

The Drugs Policy and Guidance has explicit links to the following other policy and guidance documents - Spiritual, Moral, Social and Cultural Development; Equal Opportunities; Behaviour Management; Medicines in School; Health Education; Health and Safety; Sex and Relationships.

It is consistent with the school Vision and Values and has been developed in consultation with the whole school community including, students, parents, staff, governors and partner agents.

INTRODUCTION

All drugs have the potential to harm, but some drugs are more harmful than others. For a small number of people drugs lead to serious and far-reaching consequences, not only for themselves, but their families, friends, communities and society in general. For everyone, but young people in particular, drugs can have a serious impact upon their education and impair the achievement of one's potential.

This policy defines drugs as including alcohol, tobacco and illegal drugs (those controlled by the Misuse of Drugs Act), as well as medicines and volatile substances (those giving off a vapour which can be inhaled), Ketamine, Khat and Alkyl nitrates (known as poppers). The definition of a drug by the United Nations Office on Drugs and Crime is;

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

There will be occasions when medicines will be taken as a result of a Doctor's prescription. Arrangements for this must be in accordance with the "Medicines in School" Policy.

This policy applies to both students and adults within the main policy statements and where necessary through separate documentation.

Lyndon School recognises its community responsibility in tackling drug related incidents by providing drug education, training and support in school or with the help of other services. Anyone who attends school whilst under the influence of drugs may represent a health and safety risk to others. Such behaviour will be regarded as a breach of this policy and will be investigated. Disciplinary action may follow in line with the School's Behaviour Management Policy for students or Solihull's Disciplinary Procedures for staff. In the case of visitors to the school the only recourse may be to contact the police.

DRUGS IN THE WORKPLACE

Drugs in the workplace are an issue in terms of;

- laws and professional responsibilities relating to the use of drugs in the workplace and working with or around children,
- the welfare of staff with drug problems,
- the messages conveyed to students through the role model adults provide which has implications for behaviour both in and out of school.

Schools have responsibility for the health, safety and welfare of young people and adults at all times whilst on school premises or any alternative venue being used as an extension of the school's educational provision. Under the Health and Safety at Work Act 1974, employers have a duty to ensure

- *the health, safety and welfare at work of employees,*
- *employees do not injure themselves or endanger anyone else.*

Employers can be liable to prosecution if they knowingly allow an employee to continue working under the influence of alcohol or drugs, particularly if the behaviour of that person places themselves or others at risk.

Employees are required to take reasonable care of themselves and others who could be affected by their actions. All staff have a legal duty of care towards young people in their care and those they may come into contact with.

AIMS OF THE POLICY AND GUIDANCE

Lyndon School will;

- ensure compliance with criminal law where it is an offence for any person to possess, use, supply or sell controlled drugs,
- actively discourage the use of illegal drugs, and to treat drug related incidents seriously ensuring a thorough investigation which may lead to disciplinary sanction being imposed,
- increase understanding of the implications and possible consequences of use and misuse, and the law,
- to widen understanding about related health, social, moral, spiritual and cultural issues - sex and sexuality, crime, HIV and Aids, possibility of premature death,
- help develop the moral courage to reject peer group pressure which may lead to experimentation with, and result in the use of illegal substances,
- help develop coping skills in order to avoid the temptation to turn to drugs for comfort and escape,
- provide accurate information about drugs and other harmful substances,
- enable individuals to make healthy, informed choices,
- provide high quality drugs education, support and training,
- provide information about what help is available and where it may be found,
- enable those experiencing drug related problems to access appropriate personal support,

- actively encourage community involvement and that of other professionals.

The Governing Body will;

- nominate one member of the board to liaise with the Designated Member of Staff (currently Mr. P Staddon) and with his help report back on the recording and monitoring of incidents, the effectiveness of the policy, the drugs education programme, and supported by the Continuing Professional Development Co-ordinator provide details of staff training,
- review, evaluate and approve the policy as required. (Amendments will be added as necessary to meet the latest legislation requirements).

The School will,

- make it clear that the possession, use or supply of illegal and other unauthorised drugs within the school boundaries is unacceptable and will be dealt with,

The school boundary is defined as within the physical boundary of the perimeter fence, and beyond this, any areas covered by staff while on duty at the start and end of the school day. It also includes venues being used as an extension of the curriculum ie- educational visits, sporting fixtures, work experience placements and residentials. Parents are responsible for their child's travelling arrangements to and from school, irrespective of the mode of travel.

- provide a drugs education programme for all students and high quality support and continuing professional development for staff,
- provide information about the risk and effects of drugs, develop confidence, skills and self-esteem to be able to manage situations involving drugs.
- Provide a safe and secure environment,
- address its approach to drugs by involving the whole school community – staff, parents, students, police liaison officer, governors and the wider community,
- review its drugs education provision on a regular basis, ensuring that students, parents, staff, governors and others are involved in the process,
- work with the police, health authority, youth service and local drug support groups to develop its understanding of local and national issues, inform its drug education programme and keep this policy and guidance up to date,
- involve multi-agency groups in offering advice to the school, students and parents where possible,
- ensure that anyone identified as vulnerable or involved in drug misuse receives appropriate support within school or through referral to other agencies,
- take disciplinary action where necessary in line with the School's Behaviour Management Policy for students, and Solihull's Disciplinary Procedures for staff,
- involve the police as necessary in line with this policy and guidance material.

The Head Teacher will;

- assume overall responsibility for procedures and the management of drug related issues,

- appoint a Designated Member of Staff with responsibility for drug related issues ie education, support, recording, monitoring, evaluating and providing reports for the Head Teacher and Governors when required.

MANAGING A DRUGS RELATED INCIDENT

All drug related incidents involving **students must** be reported **immediately** to a member of the Leadership Team or the Designated Member of Staff immediately (Mr P. Staddon). Staff should do what they can to ensure that health and safety issues are being addressed, whilst at the same time not exposing themselves to unnecessary risk. Action will be taken as described below. All incidents involving students **must** be notified to the DMS for recording and monitoring purposes. All drug related incidents involving **adults must** be reported **immediately** to the Head Teacher or Deputy Head.

It must be remembered that any incident, involving students or adults, will have their own history. An element of discretion, therefore, must remain in any final decision.

Conversations, notes and statements must be recorded accurately ie timed, dated, names of witnesses, signed and kept securely in individual student files, or as instructed by the Head Teacher in the case of an adult.

In every case of an incident involving drugs the utmost priority should be placed on the health and safety of everyone, addressing medical emergencies by administering First Aid if competent and it is safe to do so, and summoning appropriate help **before** addressing any other issues. **If in doubt summon medical assistance immediately including 999 if considered necessary.**

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

1. SUSPICIONS

If genuine and valid concerns are raised about involvement with drugs the following procedures will apply.

Students

The student will be spoken to and a parent contacted. If it is not possible to discuss the concern by telephone at this stage a letter **must** be written requesting contact with the school. Messages **must** not be left on answering machines, voicemails, E-mails or by text.

Adults

Decision by the Head Teacher Deputy Head, in line with Solihull's Disciplinary Procedures for Staff.

2. SMELL OR PHYSICAL SYMPTOMS

If there is physical evidence of drugs or substance abuse eg – smell on the breath, blisters around the mouth, erratic or drunken behaviour the following procedures will apply.

Students

A parent **must** be contacted, provided with information about the concern, asked to collect their child from school as a matter of urgency, and asked how long they are likely to be. If there is refusal to collect a child the parent should be informed that either the police or an ambulance will be requested.

Adults

Decision by the Head Teacher or Deputy Head, in line with Solihull's Disciplinary Procedures for Staff.

Signs and Symptoms

Out of character behaviour, sudden change in behaviour, strange behaviour.

Deterioration in physical appearance.

Marked mood swings.

Lying and furtive behaviour.

Stealing goods or money and borrowing.

Changes in friendship groups.

Absenteeism.

Decline in educational progress.

Concentration becomes difficult.

Wearing sun glasses at inappropriate times (to hide dilated or constricted pupils).

Excessive interest in anything to do with drugs.

Drowsiness.

Disturbed vision.

Spontaneous laughter and animated talking.

Drunken like behaviour.

Poor balance.

Vomiting.

Odours.

Presence of tools of the habit.

3. OBVIOUS INVOLVEMENT

Observed engaging in any drugs misuse, or found to be in possession of an illegal drug (including alcohol or solvents), or where this is found subsequently to be the case, the following procedures will apply.

Students

A parent **must** be contacted, provided with information about the concern, asked to collect their child from school as a matter of urgency, and asked how long they are likely to be. If there is refusal to collect a child the parent/carer should be informed that either the police or an ambulance will be requested. This will be followed by a period of exclusion.

Adults

Decision by the Head Teacher or Deputy Head, in line with Solihull's Disciplinary Procedures for Staff.

4. SUPPLYING

If observed, or after investigation, it is deemed that supplying a drug or drugs has occurred the following procedures will apply.

Students

The police **will** be informed. A parent **must** be contacted, provided with the necessary information, asked to collect their child from school as a matter of urgency, and asked how long they are likely to be. If there is refusal to collect a child the parent should be informed that if their child is suffering any effects an ambulance **will** be requested and the police notified.

Adults

Decision by the Head Teacher or Deputy Head, in line with Solihull's Disciplinary Procedures for Staff. The police will be informed.

EDUCATIONAL VISITS, TRIPS, SPORTS FIXTURES AND RESIDENTIALS

The first concern in any situation involving the misuse of drugs **must** be the well-being and safety of all students and adults.

Students

- If there is a suspicion that a student is under the influence of any drug it is important to first ascertain, if possible, details of the drug or drugs involved. Medical help **must** be sought if in any doubt whatsoever. Contact the local police whenever you consider that this would be appropriate to do so, particularly if supplying is an issue or there is involvement of people not part of the Lyndon group.
- The school **must** be notified of what has occurred and decisions made.
- A parent **must** be contacted as soon as possible and in the case of visits within the United Kingdom asked to collect or make arrangements to have the child collected.
- In the case of foreign visits the Head Teacher or Deputy Head **must** be informed and kept up to date with all arrangements. Parents must be contacted

and arrangements agreed with them. Where it is not possible to re-unite students and parents, then suitable provision will have to be made for appropriate supervision for the remainder of the visit. Keep an accurate log of everything that has been said, by whom, how communicated, when, witnesses, etc.

- Whilst any students giving cause for concern are attended to, it is necessary to provide close supervision for other members of the group. They should be informed about what is happening in order to
 - minimise any upset or distress they may be experiencing,
 - establish if anyone else may be at risk.
- In the case of students who have been consuming alcohol, decisions will have to be made as to the need to seek medical advice. The age of the student and amount of alcohol consumed may be a deciding factor. If medical attention is not sought the student **must** be monitored closely for at least the next 24 hours. School and parents must be informed.
- Any student found smoking on any trip will be punished in line with the School's Behaviour Management Policy. Parents should be informed as soon as is practically possible.

Adults

The Head Teacher or Deputy Head **must** be notified immediately. Initial action taken at the location must be to ensure the safety of everyone and to summon the appropriate help as required by the circumstances.

WORK EXPERIENCE PLACEMENTS

Most providers will have their own policy and procedures to be implemented in the eventuality of an incident. Once the school has been notified follow instructions in the previous section.

THE CURRICULUM

DRUGS EDUCATION

Lyndon School's Drugs Education Programme is developmental and appropriate to the age, maturity and ability of its students. It covers well in excess of the minimum requirement of the statutory elements included in the National Curriculum.

The DMS has overall responsibility for the planning, preparation of materials, quality of learning and teaching, monitoring and evaluating the drugs education programme.

Drugs Education aims to;

- increase students' **knowledge** and understanding about drugs to become aware of the benefits of a healthy life style and recognising how their own and others' actions can impact on this,
- develop students' personal and **social** skills to make informal decisions and keep themselves safe and healthy,

- enable students to explore their own and other peoples **attitudes** towards drugs, drugs and substance abuse and drug users,
- encourage students and their parents to talk about drugs and healthy life style decisions.

Monitoring will include;

- feedback to Leadership Team Line Manager,
- lesson observations and feedback,
- sampling students' work,
- meetings with staff,
- feedback from students and staff on work undertaken,
- reports provided for governors as necessary.

Evaluation will include;

- evidence from monitoring processes,
- questionnaires at end of units of work
- feedback from students, staff and parents about specific elements
- feedback from any other agency involved,
- Leadership Team involvement.

Lyndon School will, as far as possible, ensure that all **parents** are;

- made aware of the school's approach and rationale for drug education
- involved in the planning and review of the drug education programme (eg newsletters, questionnaires)
- given information about their child's drug education and school rules in relation to drugs (eg newsletters, notification of web sites)
- encouraged to support their child's learning (eg shared learning activities through extended learning opportunities).

FOR GUIDANCE

DRUG MISUSE – SUPPORT

- The school will provide details of where advice and information is available. This will include the addresses and telephone numbers of support agencies.
- Drug Counselling is a specialist area requiring a high level of responsibility, and whilst staff may be able to provide information and basic advice, counselling should not be expected of them. In all cases help through qualified external agencies should be offered. If any doubt contact the DMS.
- The undertaking of support is voluntary and cannot be a condition of any decisions reached.
- Lyndon School will support as far as it is able and comply with any legal requirements.

SEARCHES

Consent should **always** be sought and a second adult witness present. If this is refused then consideration must be given to contacting the police. This will be dependent upon circumstances and decided by the Head Teacher or Deputy Head.

Personal searches

When a person is suspected of concealing illegal or other unauthorised drugs **it is not appropriate for any member of staff to carry out a personal search**; this includes the searching of outer clothing and inside pockets. Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal the police should be called. This decision will be made by the Head Teacher or Deputy Head.

Schools are not permitted to detain a person without their consent unless a citizen's arrest is made.

Searches of school property

Staff may search school property, for example lockers, cupboards or desks if they believe drugs to be stored there. **Prior consent should always** be sought. Individuals should be made aware that if consent is refused the school may proceed with the search. However, where consent is refused, the school will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause. This decision will be made by the Head Teacher or Deputy Head.

Searches of personal property

Personal property **must not be searched without consent**. Where consent is refused the school will have to consider, in the case of students, notifying a parent, who may persuade the young person to give consent. After any search involving students a parent should be contacted, regardless of whether the result of the search is positive or negative. Depending on the outcome of the search or where consent has not been given the police may be called. This decision will be made by the Head Teacher or Deputy Head.

ESTABLISHING THE NATURE OF INCIDENTS

A careful investigation must be conducted to judge the nature and seriousness of each incident. The emphasis should be on listening to what people have to say and asking open-ended, rather than closed or leading questions. Students involved in an incident should be separated from each other under supervised conditions, and a second adult is present when anyone is questioned or writing accounts.

The Head Teacher, Deputy Head or DMS should inform, consult and involve others as necessary. A range of factors may be relevant and need exploring to determine the seriousness of the incident, the needs of those involved and the most appropriate response. For example:

- What does the person have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- What quantity of the drug or substance was involved?
- What was the person's motivation?
- Is the person knowledgeable and careful as to their own and other's safety, and how was the drug or substance used?

- Does the person know and understand the policy and disciplinary procedures?
- If supply of illegal drugs is suspected, how much was supplied, and was the individual coerced into the supply role, and is there evidence of organised and habitual supply?

If during the course of the investigation it is considered necessary to contact the police, the Head Teacher or her deputy **must** be contacted. This decision will be made by the Head Teacher or Deputy Head.

INVOLVING THE POLICE

Legal drugs

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

Illegal drugs

The police will **always** be involved where there is suspicion or evidence of illegal drugs activity.

TAKING TEMPORARY POSSESSION OF AND DISPOSAL OF SUSPECTED ILLEGAL DRUGS

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to deliver it to a person lawfully entitled to take custody of it.

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, time of seizure/find and witness present,
- store it in a secure location, such as the school safe or other lockable container with access limited to two senior members of staff,
- notify the police without delay,
- record full details of the incident including the police incident number,
- inform a parent of any student involved.

Staff should not attempt to analyse, sniff or taste substances.

CONFISCATION AND DISPOSAL OF OTHER UNAUTHORISED DRUGS

Alcohol and tobacco

In the case of a student a parent **must** be informed and given the opportunity to collect the alcohol or tobacco unless this would jeopardise the safety of the child.

Volatile substances

In the case of a student a parent **must** be informed.

Given the level of danger posed by volatile substances schools may arrange for their safe disposal. Small amounts may be placed in a bin to which students do not have access, for example a bin within a locked cabinet.

Advice should be sought from the Science Team and Site Manager.

Medicines

Disposal of medicines held at school should be in line with the “Medicines in School” Policy.

Advice should be sought from First Aider.

Disposal of drug paraphernalia

Needles or syringes found on school premises should be placed in a sturdy, secure container (eg a tin with a lid), using gloves. Used needles and syringes should not be disposed of in domestic waste.

Advice should be sought from the Site Manager.
