



## OLDFIELD SCHOOL

### Drugs Policy

#### 1. Context

- 1.1. The purpose of this policy is to safeguard the health and safety of students and others who use the school, as well as to clarify the school's approach to drugs for all staff, students, parents/ carers, governors and the wider community.
- 1.2. We acknowledge that our school community plays an important role in tackling drug misuse by providing drug education and pastoral support to all students. It is our aim to help all students take their place safely in our society, where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential 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.
- 1.3. The Drugs Policy makes clear the procedures for responding to and managing drug related incidents and ensures that all students develop the knowledge, understanding, skills and attitudes that enable them to make responsible and well-informed decisions about their lives. Drugs and Health education as defined within this policy will enable students to:
  - develop attitudes, practices and understanding conducive to good health;
  - improve their quality of life through developing an understanding of the importance of their physical, social and mental well-being;
  - access accurate information about drugs;
  - make informed choices regarding health and drug use;
  - understand the rules and laws relating to drugs and how to seek appropriate advice;
  - recognise their rights as a responsible citizen with regard to their own health and the health of others;
  - understand the responsibilities of groups, organisations and society for the health of the individual and the community;
  - to clarify our school's attitude to the management of drugs problems.

#### 2. Aim

- 2.1. The aim of this policy is to communicate to staff, governors, parents and carers, visitors and students the way in which we deal with incidents involving drugs, alcohol and other substances and how drugs and health education is delivered at Oldfield School. To achieve our aims we will:
  - Keep the health and safety of our school community and the pastoral needs of students as our first concern
  - Provide a supportive, nurturing environment in which all students and staff are encouraged to develop their knowledge and understanding about drugs

- Provide a Personal Development (PSHE) curriculum that encourages students to develop their understanding of drugs and how to lead a healthy lifestyle. All drugs education should be relevant and appropriate to students' ages and ability
- Provide targeted intervention and support for individual students where we are concerned about drug misuse
- Maintain a zero tolerance to the misuse, possession, supply or dealing of drugs on school premises
- Regularly evaluate the effectiveness of our drugs education and sanctions for drugs offences
- Train and support school staff so they understand the drug policy and their role in implementing it
- Liaise with the Police and other national and local services
- Ensure the Designated Safeguarding Officers have training that is current and reflects changes to national and local drugs strategy.

### 3. Definitions

- 3.1. A drug is defined as *'a substance people take to change the way they feel, think or behave'*. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, performance-enhancing drugs, new psycho active substances (legal highs), over the counter and prescription medicines and any other unauthorised substances (*DfE and ACPO drug advice for schools, September 2012 and National Drug Strategy 2010*).
- 3.2. The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time, e.g. premises of a school trip or visit.
- 3.3. In preparing this policy, the following sources have been consulted:
- DfE and ACPO drug advice for schools (September 2012)
  - Drugs policies of other local schools
- 3.4 Related policies include:
- Positive Behaviour for Learning
  - Safeguarding and Child Protection
  - Attendance for students
  - Medical Conditions
  - Visits
  - Staff Code of Conduct
  - (PSHE)

### 4. Procedure

- 4.1. In the event of a disclosure made by a student, staff will follow the Child Protection and Safeguarding Policy to ensure that the correct procedures are followed. This may result in a referral to Social Care or the Police. Where possible, parents will be contacted to inform them of this action. However, the safety and well-being of the student is paramount and therefore there may be times when parents are not informed of our actions.

### 5. Dealing with Drug Related Incidents in School

- 5.1. Any student/s who are proven either to have supplied an illegal substance (drug) to another student or to have used or possessed an illegal substance (drug) during the course of a school day, during a school organised activity or at any other time when the authority of the school pertains, will face a fixed-term or permanent exclusion.
- 5.1.1. For each individual case the procedures outlined in **Appendix A** should be followed where possible.
- 5.2. **Possession (for personal use).** If a student is found in possession of drugs, suspected drugs or drug-taking paraphernalia, then the materials/ substances will be confiscated. Unless there is a safeguarding issue, the parents of the student will be informed as soon as possible. The Police will also be informed.
- 5.2.1. If the student/s are under the influence of drugs then medical advice may be sought. The student will be isolated until the end of the school day or until handed into parental care, whichever is sooner.
- 5.2.2. If the student is able to give a statement then that will be taken by a member of staff dealing with the incident and the Headteacher/Assistant Headteacher: Pastoral will be informed.
- 5.2.3. The student will usually be excluded for a fixed term for a first offence, but a permanent exclusion may be considered in certain circumstances and for repeat offences.
- 5.2.4. Any response to drug-related incidents needs to balance the needs of individual students concerned with the wider school community. In deciding what action to take we will follow our Positive Behaviour for Learning Policy and we will also be mindful of DfE Exclusion Guidance. Drug use can be a symptom of other problems. We will also be ready to involve or refer students to other services when needed. This would usually be as a result of consultation with parents/carers.
- 5.3. **Supplying Drugs on school premises:** A student supplying/ sharing drugs in school will receive a permanent exclusion from school.
- 5.3.1. The procedures noted in 5.2 about confiscation and information also apply in this case.
- 5.3.2. Initially, this may need to be a fixed term exclusion until the incident has been fully investigated. This will involve the consideration of any evidence that is forthcoming and/ or statements that are made by the student/s involved or by others.
- 5.3.3. If the investigation concludes that the student was supplying illegal substances in or through the school, the exclusion will be made permanent.
- 5.4. **Buying Drugs:** If the school becomes aware that a student was buying/ receiving drugs or planning to buy/ receive drugs from another, then the school will inform the parents and the Police.
- 5.4.1. A fixed term exclusion will usually be appropriate for a first offence; a permanent exclusion may be considered in certain circumstances and for repeat offences.

5.5. **Student/s under the influence of drugs on school premises:** It may be that a student comes to school not in possession of drugs, but, having recently taken drugs, is still under their influence. The medical needs of the student will be addressed.

5.5.1. The procedures outlined in 5.2.1 are applied.

5.5.2. A fixed term exclusion will usually be appropriate for a first offence; a permanent exclusion may be considered in certain circumstances and for repeat offences.

5.6. **Support for students involved in a drug related incident:** For all drug related incidents where there has been a fixed term exclusion, a readmission meeting will be held with the parents, the student and a member of the Senior Leadership Team, as well as any other key personnel currently involved with the student.

5.6.1. At this meeting, the student's future will be considered. The two possible outcomes are that: The student is readmitted at the end of their term of exclusion with a clear contract/Individual Support Plan in place. The school may make a referral to relevant external agencies for support OR the exclusion is made permanent.

5.6.2. The record of the readmission meeting will include details of any support required by the student to help in controlling his/her drug use. Support may be available via agencies connected with the School Nursing Service or external agencies. School may consider an Individual Support Plan or Early Help in deciding how best to support the student with their drug use.

5.6.3. Details of the incident, exclusion and the readmission meeting record will be placed on the student's file.

5.6.4. Sources of advice and local services are listed in **Appendix B**. These will be provided to parents/carers if appropriate and used by the school when required.

5.6.5. The Governing Body will be informed by the Headteacher of all drug related incidents.

5.6.6. The Headteacher will take responsibility for liaison with the media, where required.

**6. Cigarettes (Tobacco) and E-Cigarettes :** Cigarettes must never be brought into school. We are a smoke-free site and comply with all national legislation regarding this matter.

6.1. Any student found smoking or is with a group of students that are found smoking will be referred to the student's Head of House/Year and an appropriate internal punishment issued such as an internal exclusion.

6.2. All items found will be confiscated.

6.3. The student/s parents will be informed and the incident recorded on SIMS Behaviour.

6.4. Repeat offences will be dealt with by using the sanction of a fixed term exclusion. Persistent offences may result in permanent exclusion.

- 6.5. If a student sells cigarettes/E-cigarettes or any other smoking paraphernalia to another student/s then they will receive a fixed term exclusion. In some cases, this may lead to a permanent exclusion.
- 6.6. Students who find it difficult to stop smoking will be signposted to the School Nurse and local support-to-stop services e.g. smoking cessation classes, which may be provided on-site.
- 7. Alcohol:** The school and its premises are alcohol free zones. The school does not allow any alcohol to be consumed on school premises without prior authorisation for pre-arranged social gatherings for adults sanctioned by the Headteacher.
- 7.1. Anyone found to be in breach of this rule will be dealt with by the Assistant Headteacher: Pastoral and/or the Headteacher.
- 7.2. Appropriate medical assistance will be sought in the first instance for any student who is found under the influence of alcohol or who appears to be intoxicated on school premises.
- 7.3. Parents will normally be informed of any alcohol related incident on school premises.
- 7.4. Any student who is found with or under the influence of alcohol will be dealt with by using the sanction of a fixed term exclusion. Persistent offences may be permanently excluded.
- 7.5. If a student passes or sells alcohol to another student then they will receive an exclusion. This may be a fixed term or a permanent exclusion.
- 7.6. Students who may be vulnerable because of their alcohol misuse will be referred to support agencies e.g. Project 28.
- 8. Misuse of Solvents/Chemicals:** Are hazardous to health. Students are not permitted to bring solvents into school. This includes correction fluids and pens, 'Tippex', thinners or glue containing solvents. Students are allowed to bring felt tip pens to school.
- 8.1. Any solvents/chemicals found on school premises will be confiscated.
- 8.2. Appropriate medical assistance will be sought in the first instance for any student who is found under the influence of solvents/chemical or who appears to be under their influence on school premises.
- 8.3. Parents will normally be informed of any solvent/chemical related incident on school premises.
- 8.4. Any student who is found with or under the influence of solvents/chemicals will be dealt with by using the sanction of a fixed term exclusion. Persistent offences may be permanently excluded.
- 8.5. If a student passes or sells solvents/chemicals to another student/s this will most likely result in a permanent exclusion.

- 8.6. Students who may be vulnerable because of their solvent/chemical misuse will be referred to support agencies e.g. School Nursing Service/Project 28/ Early Help.
- 8.7. All members of staff are responsible for the safe storage and use of solvents in their classroom. Where possible these should be locked away when not in use.
- 8.8. Cleaners and premises staff should also ensure that their stores are locked away when not in use.
- 9. Prescribed Drugs on Premises :** An up-to-date list of students taking prescribed drugs for long-term conditions is available to all staff.
- 9.1. Parents must notify the school of any medicines that need to be taken in school hours including on school trips.
- 9.2. School staff who administer medication (whether voluntarily or as part of a contract of employment) should receive appropriate training.
- 9.3. Medication must be in the original packaging with instructions for use and the expiry date. In certain cases, prescribed emergency medicines may be kept on the school premises in specifically allocated places and may be administered by suitably trained staff only.
- 10. Legal drugs:** The police will not normally need to be informed of incidents involving legal drugs. If a student is selling/distributing legal drugs on the school premises trading standards and/or the police will be informed about the inappropriate sale or supply of tobacco, alcohol or solvents/chemicals to students in the local area.
- 11. Searching and Confiscation of Students :** the General Power to Confiscate: Section 91 of the Education and Inspectors Act 2006 enables members of staff to confiscate, retain or dispose of a student/s property as a disciplinary penalty, where reasonable to do so.
- 11.1. When the member of staff finds other substances that are not believed to be controlled drugs these can be confiscated where the member of staff believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of the drug, it should be treated as a controlled drug.
- 11.2. We are not required to inform parents before a search of a student 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 we may do so.
- 11.3. The student's parents/carers will normally be informed where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- 11.4. Complaints about searching a student should be dealt with through the normal school complaints procedure as outlined in the Complaints Procedures policy.
- 11.5. The Association of Chief Police Officers (ACPO) recommends that drug dogs should not be used for searches where there is no evidence for the presence of drugs on school premises. However, we may choose to make use of drug dogs or strategies if we wish.

12. **Disposing of Controlled Drugs:** In taking temporary possession and disposing of a controlled drug/s the following procedure will be followed;
  - 12.1.1. ensure that a second adult witness is present throughout;
  - 12.1.2. seal the sample in a plastic bag and include details of the date and time of the seizure/find and the witness present;
  - 12.1.3. store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
  - 12.1.4. notify the police without delay. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but it is advisable to do so;
  - 12.1.5. record full details of the incident, including the police incident reference number;
  - 12.1.6. inform parents/carers, unless this is not in the best interests of the student;
  - 12.1.7. identify any safeguarding concerns and develop a support and disciplinary response.
13. **Parents under the influence of drugs/substances/alcohol:** If parents on school premises appear to be under the influence of drugs or substances or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to a Designated Safeguarding Lead (DSL) and a member of the Senior Leadership Team (SLT).
  - 13.1. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should inform the DSL and a member of SLT who may inform the police.
  - 13.2. If the DSL believes the student is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the student will not be released into the care of the parent and our Safeguarding and Child Protection procedures will be followed.
14. **Early Intervention :** As a school we have a key role in identifying students at risk of drug misuse. Within the process of identifying needs of a student we aim to distinguish between students who require general information and education and those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support in conjunction with outside agencies.
15. **Students whose parents/carers or family members misuse drugs:** We will be alert to behaviour which might indicate that the student is experiencing difficult home circumstances. Where problems are observed or suspected, or if a student chooses to disclose that there are difficulties at home our Safeguarding and Child Protection procedures will be followed.
16. **Delivery of Drugs and Health Education:** The Drugs and Health curriculum is co-ordinated by the Head of PE and Performing Arts, including PSHE and includes coverage by teachers.
  - 16.1. School based training will be provided for teachers and delivered when required.

16.2. The curriculum includes opportunities for students to develop the skills they need to stay safe from all forms of drugs or drug abuse and risks associated with taking or being involved with Drugs. Representatives of relevant external agencies are also involved in delivering the programme.

16.3. Through the Drugs and Health education the school addresses:

16.3.1. **Attitudes and values:** Students are helped to examine their own and other people's attitudes and values, particularly related to Drug matters, and to respect the rights of others to their own opinions. Drugs and Health education can help students to develop a good self-image and high self-esteem, responsibility and the ability to make informed decisions.

16.3.2. **Personal and Social skills:** Drugs and Health education encourages the acquisition of skills so that students' relationships with others may be positive, fulfilling, and respectful. It provides opportunities to develop communication skills, assertiveness within a range of different situations and recognise opportunities to develop a healthy lifestyle and highlight other social.

16.3.3. **Knowledge and Understanding:** Drugs and Health education provides information on the different forms of drugs, the impact this has on the individual and society and the involvement of the legal system and the law.

16.4. Materials used in schools are prepared in accordance with the PSHE framework and the law. Care is taken to ensure that students are protected from teaching and materials which are inappropriate, having regard to the age and cultural background of the students.

16.5. This school recognises the need to begin with students' own experiences, beliefs and values and, therefore, places a high importance on creating a supportive and secure atmosphere where they can develop the confidence needed to talk, listen and think about Drugs and health education. In order to do this, teachers work within the current code of conduct within Teacher Standards 2013 DfE which states that teachers must not undermine certain values, including "mutual respect" and "tolerance of those with different faiths and beliefs".

16.6. The PHSE curriculum at KS3 introduces Drugs and Health education in Year 7 and 9 and builds an appropriate age related curriculum at KS4. The school provides students with information about different types of drugs. Students are made aware of personal responsibility and the consequences of one's actions in relation to taking or being involved with drugs.

16.6.1. During lessons teachers:

- establish ground rules with students
- emphasise the importance of mutual respect
- require no open personal disclosures in a class setting
- use distancing techniques
- encourage reflection

## 17. Role and responsibilities

17.1. **Governing Body** : It is the responsibility of the Governing Body to support the Senior Leadership Team in ensuring the aims of this policy are met. To do this, governors will

regularly review incidents of exclusion for drugs offences. As noted above, a Governors' Disciplinary Panel may be convened where a student's future at the school is under consideration.

17.2. **The Headteacher** has overall responsibility for the implementation of the policy and for liaison with the governing body, parents the LA and appropriate outside agencies. They are responsible for ensuring that all staff dealing with substance issues are adequately supported and trained.

17.3. **The Assistant Headteacher: Pastoral** will be responsible for receiving all information about drug misuse and reporting to the Headteacher.

17.4. **School Staff:** The prevention of drug use is a whole school issue; all staff must understand the role they play in this important issue. The school is responsible for ensuring that staff understand this policy and receive high quality training in terms of safeguarding concerns, the delivery of drugs education, dealing with incidents, etc. The Senior Leadership Team, Head of PE Performing Arts and PSHE and Heads of House/Year are responsible for evaluating the school's drugs education, ensuring that it is current, age-appropriate and enables students to make safe, healthy and responsible choices.

17.5. **Parents:** The school seeks to work with parents/carers where there are concerns around drugs. This partnership is vital in supporting students to make safe, healthy, responsible choices. Parents/ carers of an excluded student have a legal responsibility to ensure their child is supervised throughout the period of the exclusion. The student is not permitted to be in public during the school day without reasonable justification. Because the support of parents/carers is important for students to avoid further exclusions, an excluded child must be accompanied by a parent/carer at any Readmission Meeting for the student to be permitted to return to lessons. For further information of exclusions, please refer to the 'Positive Behaviour for Learning policy'.

#### 18. **Monitoring and review:**

The Assistant Headteacher: Pastoral will review the policy every two years in conjunction with the Head of PE, PSHE and Performing Arts and -

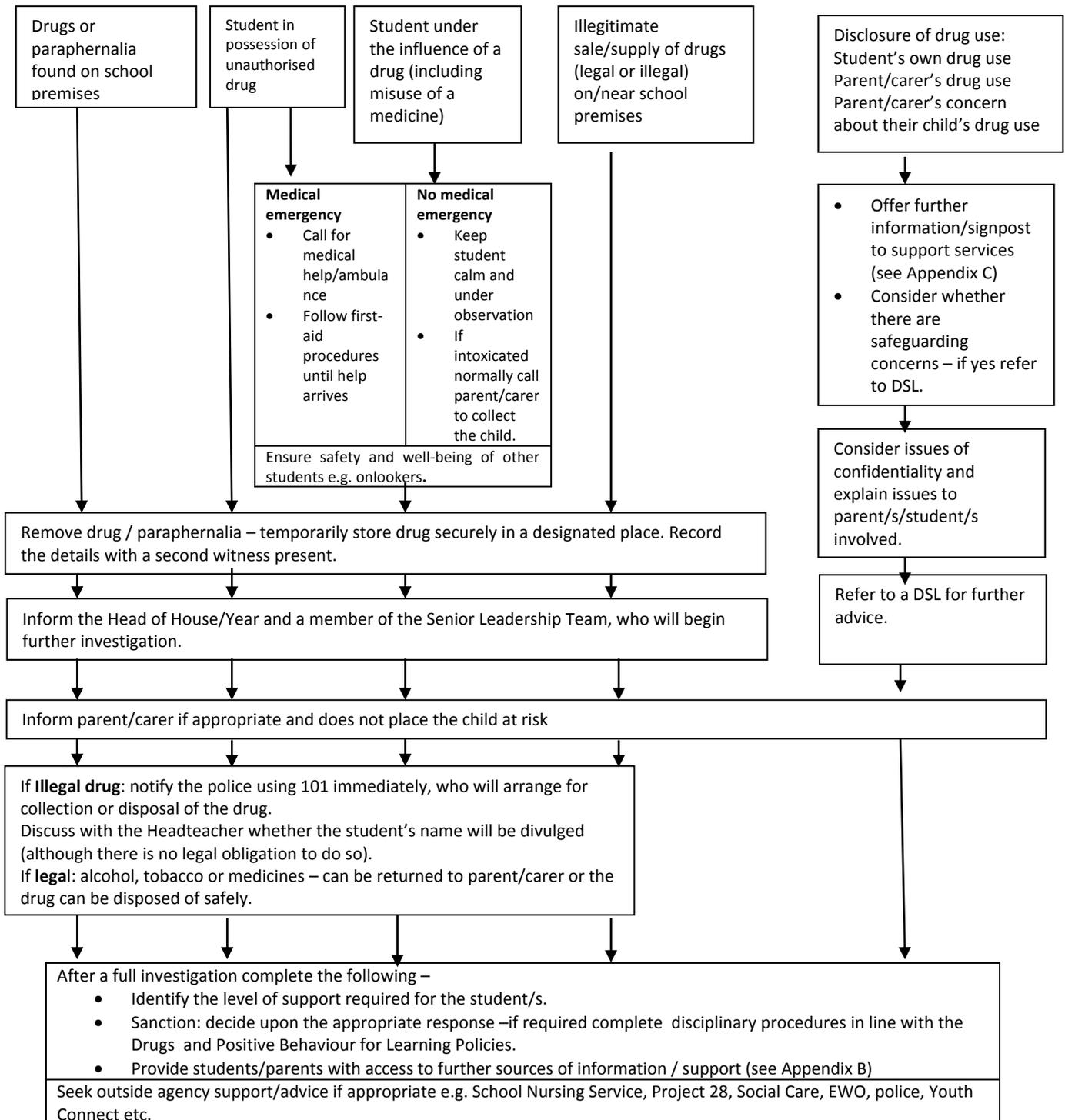
- following any serious incident involving alcohol or drugs and substance misuse.
- following the issue of any new guidance from the Department of Education (DfE)

16.1 This policy will be approved by SLT.

16.2 Date when policy was last approved: June 2016

16.3 Date when next review is due: June 2018

## Appendix A – Flow Chart to deal with Drug incidents on school premises



## Appendix 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. Website: [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 minimise 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** – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**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 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**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. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.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> 15