



Drugs and Alcohol Education and Incident Management Policy

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Approval needed by:	LGB
Consultation required:	N/A
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PRINCIPLES

The purpose of the policy

The overall purpose of the policy is to:

- clarify the legal requirements and responsibilities of the Academy
- reinforce and safeguard the health and safety of students and others who use the Academy
- clarify the Academy's approach to drugs and drug use for staff, students and Governors, parents/carers, external agencies and the wider community.

Definitions and terminology

The Academy has adopted the definition for the term "drug" from the DfES document '*Drugs: Guidance for Schools*' (2012). The term "drug" refers to:

- 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 vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers), caffeine, e-cigarettes and 'legal highs' (novel psychoactive substances – NPS)
- all over-the-counter and prescription drugs
- drugs paraphernalia such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

The academy's position on drugs, health and the needs of students

The primary concern in managing drugs in the academy is the health and safety of the academy community and meeting the pastoral needs of students. Illegal drugs and the misuse of drugs have no place in the academy.

The academy recognises some students are more susceptible to drug use and other social problems. The academy ensures that vulnerable young people are identified and receive support through the curriculum, the pastoral system or through referral to other services.

In every case of an incident involving drugs, the academy places the utmost priority on safety. It will meet any medical emergencies with first aid and summon the appropriate help before addressing further issues. If in doubt, the academy will seek medical assistance immediately.

Staff with key responsibilities for drugs

The Principal has overall responsibility for co-ordinating, evaluating and reviewing the drug education programme.

The Head of Social Studies, members of the Family Services Team and the academy nurse have key roles. Support from outside agencies is sought as appropriate.

The role of Governors

As part of their general responsibilities for the strategic direction of the academy, the academy governors play a key role in the development of the policy on drugs and the Academy's drug education programme.

The role of parents and carers

Parents and carers are a vital part of our response network to drug related incidents. We believe it is important that we seek to work together to:

- provide consistent messages
- offer support
- develop mutual understanding

The academy will endeavour to include parents and carers in its response to drug related incidents through:

- direct contact
- contact through support agencies
- information sharing
- awareness raising

The academy will encourage parents and carers to engage with their child's drugs education wherever possible.

Liaison with other academies

The academy recognises the transition from primary to secondary education as particularly important in the light of the perceived pattern of young people's drug use. The drug education programme in Years 7 and 8 endeavours to reinforce and build upon the education provided in primary schools. The academy will provide support and guidance for the whole family including siblings at other schools, if drug or alcohol use is evident through the multi agency team.

Role of external contributors

The academy works closely with a named Derbyshire advisor to advise and train staff at regular intervals.

Support and training

All staff, including site managers, lunchtime supervisors, teaching assistants, new members of staff and relevant Governors have the opportunity to attend training on drugs and drug use.

The academy policy has been reviewed in line with the DfE and ACPO drug advice for academies and with the DfES document '*Drugs: Guidance for Schools*' (September 2012). This has been done in partnership with the whole-academy community.

The context of the policy and its relation to other policies

This policy has direct links with other academy policies including:

- Health & Safety policy
- Behaviour policy
- Pastoral Care policy
- Activities & Visits policy
- Relationships & Sex Education policy
- Safeguarding & Child Protection policy
- Access to Information policy
- Citizenship policy
- Confidentiality & Handling Sensitive Issues policy
- Self Harm policy
- Health Education policy
- Drug & Alcohol (substance) Education and Responding to Drug & Alcohol (substance) related incidents, July 2020 (Appendix 1)
- The National Police Chiefs Council (NPCC) when to call the policy – guidance for schools and colleges.

PROCEDURE

i) Drug education

The aim of the academy's drug education programme is to:

- increase students' knowledge and understanding and clarify misconceptions about:
 - the short and long term risks and effects of drugs
 - the rules and laws relating to drugs, including new drugs
 - the impact of drugs and drug use on the individual, families and communities
 - the prevalence and acceptability of drug use amongst peers
 - the complex, moral, social, emotional and political issues surrounding drugs.
- develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risks
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem.
- enable students to explore their own and other people's attitude towards drugs, drug use and drug users, including challenging stereotypes and exploring the media and social influences.

Drug education programme

The content of the drug education programme provided by the academy is appropriate to the age and maturity of students and is set within the PSHE and Citizenship framework and the National Science Order. The drug education programme links with other areas of PSHE including sex and relationships education (SRE) and emotional well-being.

The drug education programme is taught in PSHE lessons throughout Years 7-11. In science lessons it is timetabled for approximately 8 hours in Year 9 and 3 hours in Year 10. There is a 1 hour programme of drug education for Sixth Form. Students who are considered to be vulnerable will receive additional drug education sessions.

Drug education for students with severe learning difficulties

Drug education is taught as part of the PSHE programme in the LSB. The levels of ability are so varied that the subject has to be taught with much consideration given to each student's understanding of the concepts involved. As well as specific programme content, the subject is also addressed as and when the need arises.

Methodology

The Academy adopts teaching methodologies that involve all students in active learning. The Academy is committed to delivering drug education across the curriculum, as appropriate.

Drug education is taught in a safe, secure and supportive learning environment with students establishing and reviewing class ground rules and group agreements to nurture mutual respect in which any students feel comfortable and ready to listen and discuss each other's opinions. Teachers delivering drug education will also adopt a range of strategies in handling sensitive or controversial issues including:

- using distancing techniques: role-play, third person case studies
- deal with difficult questions on an individual basis – seeing a student outside the class, referring on to the academy nurse or other agencies
- presenting themselves as facilitators of student learning rather than drug experts.

Involvement of parents and carers

The academy believes parents/carers have an important role to play in supporting their child's drug education. The academy ensures parents/carers are:

- made aware of the academy's approach to and rationale for drug education through this policy
- involved in the planning and review of the drug education programme and policy through drug education evenings, questionnaires etc
- given information about their child's drug education and Academy rules in relation to drugs
- able to access information about drugs and local and national sources of help
- encouraged to attend the parenting event to access support from outside agencies.

ii) **Managing drug-related incidents**

Dealing with suspected illegal and unauthorised drugs

The Principal will take temporary possession of any substance believed to be illegal and dispose of it within the local protocols agreed with Derbyshire Constabulary.

Any member of staff who has concerns regarding a student over drugs or alcohol should report the incident on MyConcern and contact ~~to their line manager who should discuss the incident with~~ the Designated Safeguarding Lead and the Principal who will conduct further investigations and respond appropriately to the identified needs. Parents/carers will be telephoned as soon as is appropriate.

Staff will confiscate any substances which they believe to be harmful to students, including:

- **Alcohol and tobacco:** parents/carers will be informed and given the opportunity to collect the alcohol and tobacco. This includes e-cigarettes which contain nicotine.
- **Volatile substances:** given the danger posed by volatile substances, the substances will be disposed of immediately.

Dealing with drug paraphernalia

Needles or syringes found on the academy premises will be collected with a brush and dustpan by academy staff wearing gloves. Objects will be placed in a sturdy container, clearly labelled and stored in a secure cupboard. The academy will inform the Environmental Health Department for disposal. The academy will comply with the DfE Searching and Screening/Confiscation Guidance 2018.

Searches

All searches will be conducted in such a way as to minimise potential embarrassment or distress. After any search involving students, the academy, regardless of whether the result of the search is positive or negative, may contact parents/carers. Any decision to search will be approved by the Principal and recorded in full.

a) Personal searches/searches of personal property

Occasionally there may be a need to search a student, for example if they are believed to be in possession of smoking paraphernalia or other prohibited items.

If it is believed that a search is warranted, then please contact the Assistant Principal or Head of Family Services immediately. They will carry out the search in line with the regulations set out by the DfE guidance.

However, if a search is required immediately at the location of the incident and awaiting the arrival of the Assistant Principal or Head of Family Services would impact on the outcome of a search, then it can be carried out by two members of staff, of either sex. The student must be clear on the reason for the search before it commences. This is normally done by asking the student to empty bags, pencil cases and turn out pockets. It can involve the searching of outdoor clothing and checking of inside pockets. Students must not be searched without consent.

Once a search is completed, a report should be made to the Assistant Principal or Head of Family Services, who will log the details of the search and implement any further action.

b) Searches of academy property

Staff will search academy property, for example, a student's locker or desk, if they believe drugs to be stored there. Individuals who refuse should be made aware that the staff might proceed with the search if consent is refused. All searches are carried out with sensitivity.

Responding to drug-related incidents

When the academy believes a drug-related incident has occurred, it will conduct a careful investigation to establish the nature and seriousness of the incident. The Principal will be involved at all stages. Careful attention will be given to respecting the confidentiality of those involved. The academy will respond to the holistic needs of the child, not solely the drug-related issue. If, during the investigation, the academy decides the police should be involved, the academy will cease its investigation and contact the police at that point. Any students found in possession of illegal drugs or under the influence of such, will lose their place at The Pingle Academy.

Managing incidents of parents/carers under the influence or judged to be under the influence of drugs on the academy premises

Where the behaviour of a parent/carer under the influence of drugs places a child at risk or the parent/carer becomes abusive or violent, staff will consider whether to invoke safeguarding procedures and/or the involvement of the police.

Where students are affected by their parents'/carers' or siblings' drug or alcohol misuse, the academy will ensure the child/young person receives support to meet his/her identified needs and, where appropriate, an early help assessment.

Police involvement

a) Legal drugs

The police will not normally be involved in incidents involving legal drugs but the Academy may inform the local Trading Standards Department regarding the inappropriate sale or supply of tobacco, alcohol or volatile substances. The police

will make the academy aware of any new information on 'legal highs' (or novel psychoactive substances – NPS).

b) Illegal drugs

A local agreement has been developed with Derbyshire Constabulary to define when the police will be involved, when academies will manage incidents internally and what information will be shared.

Confidentiality

The academy's policy on confidentiality must be followed.

Involvement of parents and carers

In any incident involving illegal or unauthorised drugs, the academy will involve the child's parents/carers and explain how the academy intends to respond to the incident and to the student's needs. Where the academy suspects that to do this might put the child's safety at risk, or if there is another concern for the child's safety at home, then the academy will exercise caution when considering involving the parents/carers. In any situation where a student may need protection from the possibility of abuse, the academy's safeguarding co-ordinator will be consulted and local safeguarding procedures will be followed.

Taking temporary possession of suspected illegal drugs

If the Principal/DSL takes temporary possession of a suspended controlled drug or a substance they believe to be harmful they will:

- adhere to Health and Safety guidelines in all cases
- ensure a witness is present throughout
- seal the substance in a plastic bag with the date and time of the seizure with the names of those present
- store in secure storage such as a safe or a lockable container until collected by the police
- contact the police for collection
- involve parents/carers unless this will put the student at risk or there are concerns that to do so would not be in the best interest of the young person
- the academy will clearly record all decisions, counter signed by the Principal and dated.

In Derbyshire, police will only arrest a student in schools/academies for serious offences as a last resort and wherever possible will work in liaison with school/academy staff.

Drugs operations conducted in the academy

In the extremely unlikely event where a drug operation is being considered, the academy will treat this as a significant incident and refer to Derbyshire Safeguarding Children Partnership 'Critical Incident Management Protocol 2020'.

Using drug sniffer dogs in the academy

The academy will follow the National Police Chief Council recommendation that drug dogs and drugs testing will **not** be used for searches where there is no evidence for the presence of drugs on academy premises.

Recording

At all stages of responding to a drug or alcohol related incident, the Principal/DSL and all staff involved, will clearly record all decisions, actions and outcomes. The records will be counter signed by the Principal and dated. These records will be treated as a child protection record and stored securely on the students' safeguarding welfare file.

Alcohol

Alcohol is a barred/prohibited item on academy premises and will be poured away if seized by the academy. This will be witnessed by a second member of staff and clearly recorded using the academy incident management procedures.

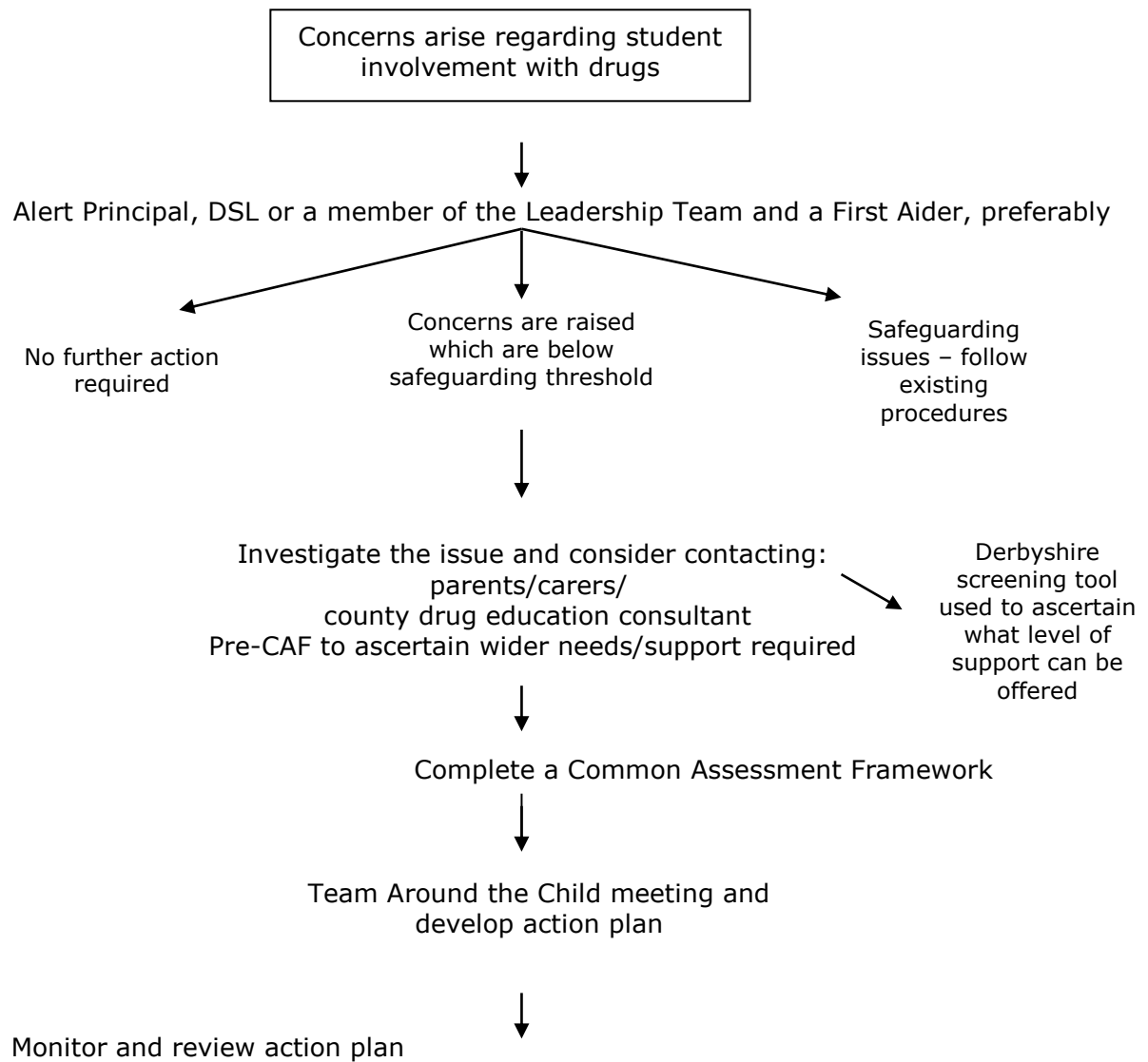
Review and monitoring

The Principal will be responsible for monitoring the effective implementation of the policy. The policy will be reviewed in June each year.

The academy will make every effort to keep abreast of new legislation which responds to development in the use or misuse of legal and illegal drugs such as e-cigarettes and novel psychoactive substances. It therefore takes account of advice given by DfE (Department for Education)/ACPO (The Association of Chief Police Officers) in respect of drugs and briefing by ADEPIS (Alcohol and Drug Education and Prevention Information Service).

Designated Safeguarding Lead is Mr S Waller
Deputy Designated Safeguarding Leads are Mrs M Hall, Mr M Hurst, Mrs S Hughes, Mrs E Goodwin, Mrs L Harling, Mrs E Orme
First Aid/Student Welfare Officer is Mrs S Hughes
PSHE Lead is Mrs D Holland

FLOWCHART OF EXPECTED ACTION



At each stage, all discussions and decisions should be clearly recorded.