

## Substance Misuse & Education Policy

### Document Control

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<b>Related Policies &amp; Documents:</b>	Child Protection & Safeguarding Policy Local Behaviour Policy DfE Suspension & Permanent Exclusion Guidance DfE Searching & Confiscation Guidance Trust PHSE Policy, appropriate to phase Health and Safety Policy Equal & Diversity Policy and local Guidelines Local Home- School Agreement or Partnership for Learning, where these are in place PHSE, SRE & Citizenship statutory frameworks First Aid Policy Supporting Children with Medical Conditions Policy Responding to aggression, abuse or violence from parents, carers & visitors

### Revisions

Version	Page/Para No.	Description of Change	Approved On
2	Doc control	Updated list pf relevant policies and guidance	
2	Throughout	Updated references to DfE guidance	
2	Pg5 section 6	Additional reference to the use of Vapes	
2	Pg 5 section 8	Addition of bags and possessions as part of searches	
2	Pg 7 section 10	Clarity on timeframe for gathering evidence for suspicions / rumours	
2	Pg 8 Annex A	Use of the word <i>susceptible</i> to replace <i>vulnerable</i> to CSE	

## Contents

REF	DESCRIPTION	PAGE
1	Introduction	3
2	Definition of Drugs	3
3	Aims of the Policy	3
4	Approach	4
5	Aims of Drugs Education	4
6	Remit and Extent of the Policy	4
7	Management of Drugs in School	5
8	Managing an incident <ul style="list-style-type: none"> <li>○ Management of the discovery or observation of an incident</li> <li>○ Searches</li> <li>○ Report a drug related incident</li> <li>○ Recording the incident</li> <li>○ Responses to the incident</li> </ul>	5-6
9	Extreme Cases: <ul style="list-style-type: none"> <li>○ Medical emergencies</li> <li>○ Intoxication</li> </ul>	6
10	A Culture of vigilance <ul style="list-style-type: none"> <li>○ Dealing with drug taking materials</li> <li>○ Disclosure</li> <li>○ Suspicion / Rumour</li> <li>○ Intoxicated parents / carers</li> <li>○ Child Criminal Exploitation / County Lines</li> <li>○ Confidentiality</li> <li>○ Working with parent / carers</li> </ul>	6-7
Annex A	Assessment Tool	8

## 1 Introduction

All pupils, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs. Every school therefore has a responsibility to consider its response to drugs.

This responsibility was made statutory within the Children's Act 2004 and Education and Inspections Act 2006. It is underpinned by the latest guidance from the Department for Education (DfE) and the Association of Chief Police Officers (ACPO) which frames drugs misuse in safeguarding terms and stipulates that permanent exclusion should not be the automatic response to incidents. It guides schools in ensuring that the response to drugs misuse is robust, rational and safe.

Schools have a key role to play in ensuring that young people understand the risks involved and have the confidence, knowledge and skills to avoid them. They have a major contribution to make in reducing and/or preventing drug misuse by:

- Creating protective environments which discourage drug or substance misuse,
- Imparting knowledge and skills and supporting young people to make healthier choices
- Promoting positive behaviours and reducing risk taking behaviour
- Providing direct support and/or signposting children and young people to appropriate services whenever concerns around misuse arise.

Schools alone cannot solve the problem of drug misuse in society, but the implementation of an effective programme of drug education in all schools is an essential step in keeping our young people safe. Furthermore, regular school attendance and engagement with learning is a key protective factor for young people.

## 2 Definition of Drugs

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". Here, "drugs" and "drug education" is used to refer to:

- Illegal Psychoactive Substances/new psychoactive substances (Psychoactive Substances Act, 2016)
- Legal drugs, alcohol, tobacco, e-cigarettes, volatile substances (solvents) poppers,
- Misuse of over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including ecstasy, cannabis, crack/cocaine, heroin and LSD, khat
- Other drugs such as anabolic steroids.

'Drug use' describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

'Drug misuse' is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumptions and/or dependence.

The possession, use or supply of illegal and other unauthorised drugs in any of Academies is not acceptable. The Trust is committed to safeguarding the health, safety and wellbeing of all members of our school's community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care and health and safety of pupils.

## 3 Aims of the Policy

We take a positive and proactive approach to the issue of drugs and this policy aims to:

- Give a clear view on the use of drugs in school and the responsibilities of the school and legal requirements
- Provide information so that everyone is clear about the school's overall approach to drugs and its procedures should an incident occur
- Give information about drugs education
- Give guidance to teachers, support staff and visitors about drugs education.

## **4 Approach**

Possession or use of drugs and illicit substances should always be viewed as a Safeguarding and welfare issue first and foremost and schools should seek to place their safeguarding duties at the heart of any response to such incidents.

We take a whole school approach to drugs through:

- A planned drugs education programme through PSHE
- Carefully considered responses to drug-related incidents
- Clear rules and sanctions related to drugs understood by the whole school community
- Access to specialist support and advice when required
- Training and support for staff
- Completing a Child and Family Help Early Help Assessment as soon as we, the young person or their family, have a worry regarding drug-related issues.

## **5 Aims of Drug Education**

We aim to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. We also aim to reduce the number of young people misusing drugs, minimise the risk of criminalisation, and to help those concerned about drugs to get help and advice.

To achieve this, our drugs education programme will help pupils to:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misconceptions
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness and refusal skills and helping others
- Explore their own and other people's attitudes to drugs, drug use and drug users, including challenging stereotypes.

All staff teaching drug education will have access to national protocols and guidance and will have opportunities to participate in training through a range of CPD activities including INSET, team teaching, observing other teachers and trialling new resources. All schools have access to the support, advice and training provided by their own Local Authority.

## **6 Remit and Extent of this Policy**

In our Academies, a drug related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy. Incidents can include emergencies, observations and discovery, disclosure, suspicion, and rumour.

None of our Academies permit the possession, use of or supply of any illegal or legal drug (unless authorised legal drug) and will investigate and respond in line with this policy to any incident which:

- takes place within the school boundaries
- on or near the school premises
- whilst in school uniform
- on the journey to and from school
- within the school day
- on school visits (supervised or not)
- residential trips
- work experience
- any school social event.

These rules apply equally to staff, pupils, parents and carers, academy councillors and those working in or visiting the school. Our Academies are smoke-free and vape free; pupils, staff, parents and visitors are not allowed to smoke or vape on school premises. Alcohol is not an authorised drug for any pupil.

- Any pupil currently enrolled at an academy is not permitted to consume alcohol at any event run by the academy. They are also not permitted to consume alcohol during any trip or visit (including residential visits) run by the academy.
- Staff are not permitted to consume alcohol when accompanying pupils on trips or visits run by the academy.

## 7 Management of drugs in school

The Trust has a separate policy for the safe and secure management of prescription drugs Administration of Medicines policy.

## 8 Managing an incident

### a) Management of the discovery or observation of an incident

This refers to situations when a pupil is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy (suspected or confirmed).

If the substance is suspected to be illegal, staff can take temporary possession of it:

- The substance will be confiscated, in the presence of a second member of staff as witness
- The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location (e.g., a safe or lockable container) with access limited to the Headteacher / Principal and DSL
- The pupil(s) will be supervised within a safe space in school and an investigation undertaken, pending any advice that may have been sought from the police
- Details of the incident will be recorded, including the police incident reference number
- The pupil's parents/carers will be asked to come into school, unless it is not in the best interests of the child to inform them
- The pupil(s) involved will be isolated whilst investigations are carried out.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

### b) Searches (see the full DfE Guidance for Search & Confiscation)

Staff are allowed to confiscate pupil's property where reasonable to do so, including substances, whether controlled or not.

If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.

When a search is required, any staff involved must be authorised by the Headteacher / Principal to undertake it and, wherever possible, should be the same sex as the pupil. The search will take place in school or where staff have lawful control of pupils.

Teachers can search pupil's bags, lockers and personal possessions where they have reasonable grounds to suspect that drugs have been stored there. If consent for the search is not provided by the pupil, then the decision to search must be authorised by the Headteacher / Principal.

A record of the search will be kept, and parent/carers informed if a substance is found, although there is no legal requirement to do this or to inform parents/carers before or after a search.

It is recommended that searches are recorded on MyConcern to contribute to the safeguarding picture for a pupil or staff member.

### c) Report a drug-related incident

All drug-related incidents are reported, in the first instance, to the Headteacher / Principal and DSL.

Although there is no legal obligation to report an incident involving drugs to the Police, every incident will be assessed individually, and appropriate steps will be taken. The school will always inform Police immediately about any incident involving the sale of drugs.

#### **d) Recording the incident**

Drug related incidents are considered to be a welfare concern and should be recorded through the usual Safeguarding procedures within the school.

#### **e) Responses to the incident**

Each Academy has a local Behaviour Policy, and this should be followed alongside DfE Suspension & Permanent Exclusion Guidance.

However, the following principles will apply:

- The Headteacher / Principal and designated safeguarding lead (DSL) will be informed immediately
- All situations will be carefully considered before deciding a response
- The health and safety needs of the pupil will always come first, whilst also taking account of the health and safety needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation (unless this would not be in the pupil's best interest)
- Any extenuating circumstances will also be taken into consideration
- Incidents will be reported to the Chair of The Academy Council

#### **Possible responses**

The Headteacher / Principal in consultation with DSL will decide whether a disciplinary and/or counselling response should follow.

#### Support

- Before any decision to suspend or exclude is made, the school will offer a Child and Family Early Help Assessment to ascertain if any additional support is needed
- The school may offer a referral to the Local Authority Substance Misuse support team

#### Sanctions

- Decisions about the sanction will depend on whether the offence is one of a series or a first event, previous support has been offered to the pupil and whether the pupil was in possession or supplying.
- Suspension or Exclusion will not be the automatic response and will only be considered in the most serious cases

### **9 Extreme cases**

#### **• Medical emergencies when a pupil is unconscious as a result of drugs use**

Staff with first aid qualifications should be called immediately but the pupil must not be left alone. The pupil will be placed in the recovery position and an ambulance called. Parents/carers will be informed and called to the school. An assessment of the incident is started, including finding out whether a substance has been taken, and evidence gathered.

#### **• Intoxication, when a pupil is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and DSL will be called. The pupil will be helped to calm down and medical assistance sought. Parents/carers will be informed and called to the school. In most cases, the pupil will then be taken home with the absence C coded as a special circumstance if a fixed term suspension is not considered appropriate.

### **10 A Culture of vigilance**

#### **• Dealing with drug-taking materials**

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils should be taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

- **Disclosure**

When a pupil discloses to a member of staff that he/she has been using drugs or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the pupil's welfare. Pupils know that teachers cannot promise total confidentiality if safeguarding concerns are raised and/or if further support is to be considered such as referral to a drug service or counselling service. Information about the pupil will only be given to key staff and no-one else unless the pupil gives their consent. The DSL will coordinate the most appropriate support including referral to specialist services.

- **Suspicion/rumour**

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time, agreed by the Principal on a case by case basis, before a decision is made to question the pupil(s) involved.

- **Intoxicated parents/carers**

Our rules for drugs apply to all people who are on the school premises, and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to collect. If we are concerned that a pupil is in imminent danger, we will contact emergency services on 999. We will also follow our Child Protection procedures if we are concerned about risk of harm.

- **Child Criminal Exploitation/County Lines**

When speaking with pupils and responding to any incidents involving drugs, staff will be vigilant to the pupil's vulnerability to criminal exploitation and particularly County Lines. Any concerns about a young person such as erratic school attendance and/or changes in their attitude and engagement with learning; unexplained or disproportionate access to money/expensive items; pupil being reported as missing; or where staff become aware that a pupil has several mobile phones could indicate the pupil is a victim of exploitation and must be shared with the DSL.

- **Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people is central to our policy and practice; however, teachers cannot promise total confidentiality, and this is made clear to pupils through the PSHE programme.

If a pupil discloses to a member of staff, he/she is taking drugs or is concerned about drugs, they will refer the pupil to the DSL and appropriate support will be offered e.g., referral to a specialist agency. This information is given only to the DSL and the Headteacher / Principal.

If staff are concerned that a child's safety is at risk, they will follow the school's child protection procedures. The school displays information about local drug and alcohol services that offer confidential information, advice and treatment.

- **Working with Parents / Carers**

We believe that parents/carers have an important role in supporting their child's drug education. We involve parents/carers through a range of activities, such as:

- Giving information about what is taught
- Giving information about drugs and local sources of help, this may include details of workshops about drug education and talking to their child about drugs

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However, there may be some exceptional situations where involving the parents may put the young person at risk of abuse and, in these exceptional cases, the school will exercise some caution. The decision will be taken the Headteacher / Principal in liaison with the DSL with the child's welfare a priority.

## Annex A

### Assessment Tool: Possession of Drugs / Use of Drugs

The matrix is intended as a means of evaluation of a situation and to enable a rational proportional response to any incident involving illicit substances.

**Wherever possible young people should be supported to remain in their current setting** and provided with help, advice and guidance from adults they know and trust. Continuity of a school placement is a significant safeguarding feature and a key factor in reducing the risk of future drug taking or Criminal exploitation.

	Question	Y	N
1	Do you have reasonable grounds to believe that item <b>was</b> in the pupil's possession?		
2	The pupil was under the influence of an illicit substance/drugs		
3	The pupil had drugs paraphernalia with them		
4	The pupil made a premeditated decision to bring the Drugs into school		
5	The pupil has previously had drugs in their possession/or been under the influence of Drugs in school		
6	The pupil a CIN/TAC/CP and substance misuse is identified as a concern within the plan		
7	It was a large amount or a combination of substances		
8	It was small amount for personal consumption		
9	The pupil was carrying the drugs for the purpose of sharing with others		
10	The drugs were seen by /shown to/offered to other pupils		
11	The pupil been subject to bullying /threats from others to source the drugs		
12	The pupil bought from/was given the drugs by another pupil in school		
13	The pupil sold drugs to other members of the school community		
14	The pupil received advice/guidance in school about the risk of Drugs (either as part of PHSE or more direct work)		
15	The young person a victim of or susceptible to Child Criminal Exploitation (County Lines)		
16	The pupil attempted to conceal or hide the drugs from staff		
17	The pupil was un-cooperative with the school investigation		
18	The pupil has been warned about similar behaviour previously		
19	The pupil understands that possession of drugs is against school rules		
20	The pupil has not shown remorse /distress/regret about their actions or the incident		