



**TOLWORTH GIRLS' SCHOOL & SIXTH FORM**  
**DRUG & SUBSTANCE MISUSE INCIDENT POLICY**

**Reviewed: July 2017**  
**Adopted: October 2017**  
**Next Review: October 2019**

## **Introduction**

### **Ethos of the school**

The philosophy of the Academy is to provide a supportive and nurturing environment in which all students are enabled to develop their learning and personal skills. This strives carefully to prepare them for the opportunities, responsibilities and experiences they may encounter in their future lives and this policy has been written in accordance with this philosophy.

### **Rationale**

It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial medicinal 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.

### **Definition of a drug**

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes:

- all illegal substances (those controlled by the Misuse of Drugs Act 1971);
- legal substances such as: alcohol & tobacco, volatile substances (those giving off a gas or vapor which can be inhaled), ketamine, khat and alkyl nitrates (poppers)
- over the counter & prescription medicines;
- New Psychoactive Substances (aka Legal Highs)

### **Aims of the policy**

- To support the Academy's endeavour to maintain the safety and well-being of all students and staff.
- To clarify legal responsibilities, entitlement and obligations.
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency.
- To develop a whole Academy approach to drug education in the context of the curriculum of the Academy.

## **School Premises**

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, or any venue managed by the Academy at the time e.g. premises of a school trip or visit.

## **Medicines**

The Academy has a policy/procedure for the administration of medicines that must be followed for everyone's safety. We follow procedures recommended by the LA.

## **Alcohol**

No alcohol will be consumed during the course of a normal school day. Students and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to collect their children.

## **Smoking**

The Academy is a no smoking site at all times. Students are not permitted to bring to school smoking materials, including E-cigarettes for vaping, equipment, matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on the Academy premises, they will be confiscated and parents informed.

## **Illegal drugs**

No illegal drugs are allowed to be brought on to, or used on school premises.

## **Solvents**

The Academy will ensure that potentially hazardous substances are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work.

### **Volatile substance abuse**

Volatile substance abuse refers to the inhalation, sometimes referred to as 'sniffing', of gas or vapours from volatile substances, including butane and propane, aerosol propellants, some glues and solvents, petrol, etc, for intoxicating purposes. The effects are much like those of alcohol, though they do not last as long. This can be referred to as solvent misuse.

## **Drugs Education should:**

- Be an integral part of the lifelong learning process, beginning in early childhood and continue into adult life;
- Be an entitlement for all young people;
- Encourage every student to contribute positively to our community and aim to support each individual as they grow and learn;
- Enable young people to make healthy, informed choices through helping them to increase their knowledge, challenging and exploring attitudes and developing and practising skills;
- Help young people to develop further a sense of self-worth and self-esteem;
- Increase understanding about the implications and possible consequences of drug use and misuse;
- Help young people to distinguish between different substances, consider their use, misuse, benefit and harm;
- Listen to young people's thoughts, feelings and concerns and ensure that drug education responds to their needs;
- Counter any inaccurate messages and myths which young people may receive

- about drugs with accurate information;
- Encourage an understanding for those experiencing or likely to experience drug use (including those dependent on medicinal drugs);
- Widen understanding about related health, social and legal issues;
- Enable students to identify where help and support can be found.

We intend to achieve the above through:

- A co-ordinated, integrated and consistent approach to the curriculum and to possible drug related incidents;
- Delivering an appropriate teaching programme which responds to students' Needs;
- Clearly defined learning outcomes for lessons and other inputs;
- Reinforcement of key messages at different ages and stages and in different situations;
- Content and teaching approaches, which match the needs and maturities of all students, including those with special educational needs (SEN) and / or English as an additional language (EAL);
- Involvement of the whole community, including staff, governors, parents/carers, students and visitors, in order to promote a united and cohesive approach to substance education and misuse;
- Working in an integrated way with other local professionals;
- Training and support for staff in the planning and implementation of drug education;
- Regular revision of policy and practice.

## **Organisation and Content of Drugs Education**

Drug Education opportunities include:

- Through planned elements of National Curriculum subjects, including Science, History, Drama, or Physical Education / Activity and within the Pastoral PSHE Programme.
- Assemblies.
- Through occasional planned visits from school nurse, police officer or other appropriate people/local organisation.
- WSCD information events.

Any drugs education lesson may consider questions or issues that some students will find sensitive. Before embarking on these lessons ground rules are established which prohibit inappropriate personal information being requested or disclosed by those taking part in the lesson. When students ask questions, we aim to answer them honestly, within the ground rules established at the start of the sessions. When it is felt that answering a specific question would involve information at a level inappropriate to the development of the rest of the students, the question may be dealt with individually at another time.

## **Responses to substance related incidents**

A substance related incident may be any of the following:

- Finding drugs, or related paraphernalia, on the Academy premises;
- Possession of drugs by an individual on the Academy premises;
- Use of drugs by an individual on the Academy premises;
- Supply of drugs on the Academy premises;
- Individuals disclosing information about their drug use;
- Rumours of parents, staff or students using drugs;
- Reports of parents, staff or students using drugs.

The health, safety and welfare of all our students is of prime importance. It is our responsibility to ensure the security and protection of our students and therefore the Academy must be seen to take swift action in response to any incident which may threaten or damage another student's safety or health. This principle informs our decisions on how best to deal with each incident and we are committed to investigating the circumstances, weighing up the evidence based on our knowledge of the students concerned and the impact on their future.

In the most serious of incidents the Headteacher will consider awarding the ultimate sanction of permanent exclusion should it be felt to be the only remaining course of action.

### **Individuals in possession of drugs**

If any student or adult on the Academy premises is found in possession of an unauthorised drug it will be confiscated, if possible. The student will be asked to co-operate by saying if anything is hidden on his/ her person. Police may be called to assist should the student be uncooperative. Statements will be taken and everything recorded in writing, including the student's statement. If the drug is suspected to be illegal, the Academy may wish to contact a police officer for discussion. Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored. Parents will normally be informed (for a student) and other professionals such as the LA, Youth Service, Police, GP, Social Services will be informed or consulted as appropriate. The student may be asked to remain at home for a fixed period of exclusion pending further investigation.

### **Dealing with substance related incident on the Academy premises**

A full search will be made of the student's property. Witnesses' statements and the student's statement will be taken. The substance will be confiscated and passed to the police who may decide to take further action. The student will be excluded for the maximum period of days allowed or permanently, if circumstances warrant it (e.g. previous history or suspicion of substance related behaviour). A return to the Academy will be on the basis of the student accepting help and support from an external agency. A written undertaking that there will be no recurrence will be given, on the understanding that this is likely to lead to permanent exclusion.

### **A student is found under the influence of Drugs/ Solvents/ Alcohol**

A Teacher with Head of Year or a senior member of staff will talk to the student initially. Enquiries will be made from possible witnesses as to what substance the student may have taken. If the student is showing no ill health symptoms, ask to check their bag and locker. Parents will be informed and medical help may be sought. If the drug is suspected to be illegal, the Academy may wish to contact a police officer for discussion.

### **Equipment relating to Drug/ Solvent / Alcohol use is found**

Parents will be informed and such interventions may include consultation with parents/carers and other agencies.

### **Screening & Searching students**

Refer also to: <https://www.gov.uk/school-discipline-exclusions/searches>

We do have the right to:

- Search a student for offensive weapons, where there is a reasonable suspicion that the weapon is being concealed - reasonable force may be used if necessary;
- search a student with their consent for any item which is banned by the Academy rules;

- Search a student without consent for illegal drugs, weapons, alcohol and stolen items; where there is a reasonable suspicion that such items are concealed. In such cases the Academy is likely to call the police;
- We do have the right to confiscate an item if it not permitted on the Academy site or is likely to be a H&S concern.

## **Restraint**

We have a legal power to restrain a student, using reasonable force if they are committing an offence, causing personal injury to themselves or others, damaging property or doing something that obstructs the discipline of the Academy.

## **Support for students**

At our Academy the welfare of the student is paramount. We maintain that constructive strategies that enable students to continue to benefit from continued education are preferable to exclusion. Following actions to preserve safety, the health & emotional needs of students will be considered. Support is available through the pastoral system, to ensure a caring response to students in distress. Interventions will be considered if the Academy feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents'/carers'. Such interventions may include consultation with parents/carers and other agencies, possible case conferences and subsequent referral. Permanent exclusion from the Academy will rarely be considered, as permanently excluded students become significantly more vulnerable to drugs than those within formal schooling.

## **Confidentiality**

Complete secrecy can never be promised to a student, though information given in confidence will not generally be disclosed to anyone else. In particular, if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to ensure the student comes to no serious harm if this is considered a risk. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

## **Other substances**

Any students who is seen smoking on the Academy site or when wearing school uniform will be fined £20, to be paid to a Cancer Charity. Alternatively, a four hour Saturday detention will be awarded. The emphasis will be on encouraging the student to accept responsibility for her own actions, acknowledging the potential bad effects and showing a willingness to consider ways of addressing the addiction/ habit by undergoing a re-education programme on the dangers to health.

## **Useful Contacts for Advice and Support**

[RELEASE](#)- National Services  
 Drugs in Schools at Release  
 388 Old Street  
 London  
 EC1V 9LT  
 0808 8000 800 (free phone)  
 0207 729 5255

ADVISORY CENTRE FOR EDUCATION  
[\(ACE\)](#) Ltd

18 Aberdeen Studios  
22-24 Highbury Grove  
London  
N5 2DQ  
Exclusion Line: 020 7704 9822  
Advice Line: 020 7354 8321  
<http://www.ace-ed.org.uk>

ADFAM National  
020 7928 8900

[National Drugs Helpline](#)  
0800 776600

Standing conference on Drug Abuse  
(SCODA)  
32-36 Loman Street  
London  
SE1 0EE  
020 7928 9500

Department for Education and Employment Website  
<http://www.dfes.gov.uk>

Young People's Substance Misuse Service  
Contact Name - Lynn Lock  
Telephone - 020 8547 6920  
Email address: [smsreferrals@achievingforchildren.org.uk](mailto:smsreferrals@achievingforchildren.org.uk)  
Address: Ground Floor, Guildhall 1, High Street, Kingston upon Thames, KT1 1EU

<https://www.afcinfo.org.uk/organisations/25852-young-people-s-substance-misuse-service>