



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

Governing Body Committee: Student Welfare & Behaviour (SW&B)

Date approved: SW&B (April 23)

Next review: April 25

Introduction

Ethos of the academy

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 (formerly known as 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.

Academy 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, boats or marquees, 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 Local Authority. Medicines may only be brought on to school premises with the knowledge and approval of parents/carers and medical staff and or the pastoral team. Students must hand these over for safekeeping to the office and can access these medicines at agreed times when a supervised dose has to be taken. There may be other occasions when the academy agrees that a student can self-manage taking and holding their own medicine. The only other general exceptions to this are asthma inhalers and adrenaline auto-injectors (e.g. EpiPen) which students may keep secure ready for immediate use as needed.

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/carers of students under the effects of alcohol will be asked to collect their children and encouraged to seek immediate medical support.

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/carers informed.

Illegal drugs

No illegal drugs or drugs paraphernalia are allowed to be brought on to, or used on school premises. By drugs paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

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, Physical Education, or the PSHE Programme.
- Assemblies.
- Through occasional planned visits from school nurse, police officer or other appropriate people/local organisation.
- Whole School Curriculum Day 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/carers, staff or students using drugs; reports of parents/carers, 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. If the drug is suspected to be illegal, the academy may contact a police officer for discussion and advice. Statements will be taken and everything recorded in writing, including the student's statement. Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored. Parents/ carers will normally be informed (for a student, unless for safeguarding reasons this is not in the best interests of the 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 member of staff has the right to search a student and their possessions if they are suspected of having brought substances into school. In the case of illegal substances, the police will also be informed. 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. 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 given, on the understanding that this is likely to lead to permanent exclusion. Parents and carers will be informed if a search has taken place and what further action the academy will take.

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

A member of staff will enquire with the students and from possible witnesses as to what substance the student may have taken. If the student is showing no ill health symptoms we will conduct a search of their property, such as clothing, bag and locker. Parents/carers 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. It is not our responsibility to provide medical care for a student who is under the influence of drugs and alcohol or have abused solvents; of course, if they are clearly unwell or are unsafe, we will take medical advice and if necessary send them for

medical attention elsewhere. We will contact parents/carers and ask them either to collect the student from school or inform them where they have been sent for treatment. Students will not be allowed to go home on their own from school or any treatment centre. If we cannot make contact with a student's parents/carers we will contact the named person supplied by parents/carers as the emergency contact.

Equipment relating to Drug/ Solvent / Alcohol use is found

Parents/carers 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 is not permitted on the academy site or is likely to be a Health & Safety 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 and 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.

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.

Useful Contacts for Advice and Support

ADVISORY CENTRE FOR EDUCATION

(ACE)

Exclusion Line: 020 7704 9822

Advice Line: 020 7354 8321

<http://www.ace-ed.org.uk>

ADFAM

Offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 07442 137421

Email: admin@adfam.org.uk

Website: <https://adfam.org.uk/>

National Drugs Helpline

0800 776600

Achieving for Children

Young People's Substance Misuse Service

You can contact the Substance Misuse Service on

Email: smsreferrals@achievingforchildren.org.uk

phone: 020 8547 6920

[website: www.afcinfo.org.uk](http://www.afcinfo.org.uk)

Alcohol Change uk

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 3907 8480 Email: contact@alcoholchange.org.uk

Website: 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 7404 0242 Email: enquiries@ash.org.uk

Website: [Action on Smoking and Health \(ASH\)](http://Action on Smoking and Health (ASH))

Drugwise

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.

Email: info@drugscope.org.uk

Website: www.drugwise.org.uk

FRANK

A 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: 0300 123 6600

Email: frank@talktofrank.com;

Website: www.talktofrank.com

RELEASE National Services

[RELEASE](#)-Drugs in Schools at Release

0207 324 2989