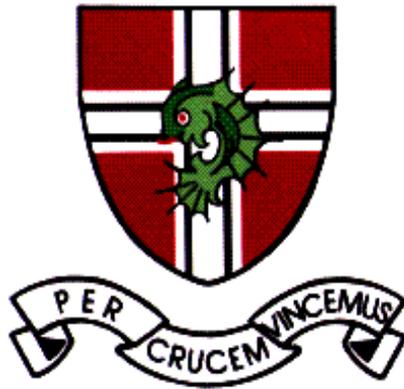


St John Fisher Catholic Voluntary Academy



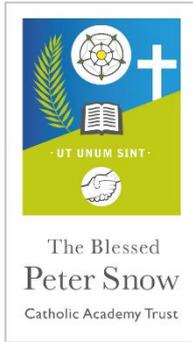
Drugs and Substance Misuse Education Policy

Approved: November 2017
Review date: November 2018

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The Blessed Peter Snow Catholic Academy Trust



The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

"Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator." (Pope Benedict XVI, Address to Teachers and Religious, Twickenham, September 2010).

Our Academies therefore operate and are informed by the following four key principles of Christian formation:

- **Places of Discipleship**
- **Places where Communities are created**
- **Places of Learning**
- **Places where we treasure God's World**

In light of the above principles, the Trust aims to:

- ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- uphold the unshakable belief in the unique potential of each child, student and member of staff
- provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives.

St John Fisher Catholic Voluntary Academy Mission statement

Following the example of our patron, St John Fisher, priest and scholar, we aim to love one another throughout our life at school, to learn and develop our full potential in the image of Christ.

DRUGS AND SUBSTANCE MISUSE EDUCATION POLICY

1. Statement of School Values

- As a school we recognise that drug use is a matter that concerns the whole community; drug use is a fact of life and an issue that students will have to face as they grow up.
- The school has an important role to play in helping students learn about drug use/misuse. The school has a well-planned PSHCE programme, which addresses drug education throughout the school. In these lessons students are made aware of how to seek help, advice and support on drug related issues
- We will not tolerate the misuse of drugs (legal and illegal) by members of the school, nor the illegal supply of substances and are committed to providing a healthy and safe environment for all who work here.
- The school places great emphasis on its pastoral role. At all times the welfare of each student is of paramount importance.
- The school actively co-operates with other agencies such as the Police, Social Care, LA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse. Any visitors are made aware of the values within the policy.
- Those in management positions, with responsibility for dealing with drug related incidents, will make reference to and be guided by, the Department for Education Drug Advice for Schools September 2012 (see appendix 1).

2. Defining terms

In this document the term 'drug' will be used to cover alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (legal highs) and volatile substances.

3. Policy aims

- To ensure that the students understand the facts (based on current knowledge) about drug use/misuse.
- To encourage an understanding of the possible benefits of drug use and dangers of drug misuse.
- To encourage a wider understanding of the possible health related and social issues.
- To ensure that students have the opportunity to explore their own experiences/attitudes and develop the skills that they need to make informed decisions in a drug taking society.
- To minimise the possible risks that users and potential users may face.
- To ensure that students, teachers and parents/carers are aware of the support available in school from appropriate outside agencies.
- To ensure that cases of drugs use on the part of the student are managed in a manner that promotes the welfare of the student and that all incidents within the school are handled in a consistent manner.
- To ensure students have a basic understanding of the law in respect of drug related offences such as 'possession, supply and cultivation'.

4. Policy dissemination

All members of the school community need to be aware of the policy. It is available via the School Website. The policy will be monitored and reviewed by the Academy Council.

5. Responsibility

- The Headteacher is responsible for the overall policy and its implementation in school. This responsibility includes liaison with the Academy Council, parents/carers, LA and outside agencies.
- The Academy Council has ownership of the policy and is responsible for its regular review.
- The school has appointed a Substance Misuse Co-ordinator – Assistant Headteacher PWA (Pupil Welfare and Achievement) who will be involved with the implementation of the policy.
- The co-ordination of Drugs Education is the responsibility of the PSHCE Lead (Personal, Social, Health and Citizenship Education).

6. Staff training and support

- The school is aware of the need for all those involved with substance issues to be adequately trained and supported. Staff are encouraged to attend appropriate training.
- Staff should be aware of the following sources of support:

Thriving Kirklees (School Nurses)	Tel: 0300 304 5555
The Base (Young Dewsbury)	Tel: 01924 467047
Talk to FRANK	Tel: 03001 236600
G.A.S.P.	Tel: 01179 550101

(Greater awareness and support for parents encountering drugs)

7. The delivery of drugs education

7.1 The above aims will be achieved through the learning experiences of students in the formal and the informal curriculum. Drugs education in the school addresses these aims in a planned and coherent fashion. It is undertaken by staff who are aware of the sensitive nature of their work. The school encourages all those involved with the teaching of drug education to attend relevant courses and is committed to producing schemes of work, which reflect current knowledge and approach.

7.2 It is important that the school's drug education gives clear and consistent messages about drugs. The Science and the PSHCE staff which have access to all students up to and including year 11 should meet regularly to discuss a co-ordinated approach and will work together to ensure that modules of work complement and supplement each other. Detail of curriculum content is available from the Departments on request.

- 7.3 Assessing, monitoring and evaluation of drug education takes place through lesson observation, student evaluation, and the number of drugs related incidents being recorded.
- 7.4 Education about drugs is however, the responsibility and concern of all members of the staff of the school. All should be aware of drug education and how this may relate to their own teaching and their work as a form tutor.
- 7.5 Parents/carers should also be given the opportunity to discuss education about drugs. Teaching schemes and materials will be made available for parents.

A Safety evening, offered to all Year 7 parents, includes a session on recognising the signs of drug use delivery by the Luke and Marcus Trust.

8. Guidance for staff

- 8.1 All staff should be aware of how to identify possible signs of drug misuse and their responsibility regarding drug related incidents. If a student discloses drug use/misuse the member of staff should make it clear that they cannot offer any guarantee of confidentiality. They should inform the Assistant Head – Pupil Welfare and Achievement.
- 8.2 Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should record the place, date, and circumstances. If at all possible, a witness should countersign this record. The Headteacher will decide what action should be taken.

9. Searching with consent

- School staff can search pupils with their consent for any item.

Also note:

- Schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree
- Schools should make clear in their school behaviour policy and in communications to parents and pupils what items are banned
- If a member of staff suspects a pupils has a banned item in his/her possession, they can instruct the pupils to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply the appropriate punishment as set out in the school's behaviour policy.
- A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

Searching without consent

What the law says:

What can be searched for?

- Knives or weapons, alcohol, illegal drugs, legal highs and stolen items; and
- Tobacco and cigarette papers, fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Can I search?

- Yes, if you are a headteacher or a member of school staff and authorised by the headteacher.

Under what circumstances?

- You must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same sex as the pupil being searched.
- There is a limited exception to this rule. You can carry out a search of a pupil of the opposite sex to you and without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

When can I search?

- If you have reasonable grounds for suspecting that a pupil is in possession of a prohibited item.

Also note:

- The law also says what must be done with prohibited items which are seized following a search.
- The requirement that the searcher is the same sex as the pupil and that a witness is present will continue to apply in nearly all searches. Where it is practicable to summon a staff member of the same sex as the pupil and a witness then the teachers wishing to conduct a search must do so.

Authorising members of staff

- Headteachers should decide who to authorise to use these powers. There is no requirement to provide authorisation in writing.
- Staff, other than security staff, can refuse to undertake a search. The law states that headteachers may not require anyone other than a member of the school security staff to undertake a search.
- Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property, but not for weapons or knives.

- A headteacher can require a member of the school's security staff to undertake a search.
- If a security guard, who is not a member of the school staff, searches a pupil, the person witnessing the search should ideally be a permanent member of the school staff, as they are more likely to know the pupil.

Training for school staff

- When designating a member of staff to undertake searches under these powers, the headteacher should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

Establishing grounds for a search

- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to be suspicious.
- In the exceptional circumstances when it is necessary to conduct a search of a pupil of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a pupil's expectation of privacy increases as they get older.
- The powers allow school staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.
- School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

Searches for items banned by the school rules

- An item banned by the school rules may only be searched for under these powers if it has been identified in the school rules as an item that can be searched for.
- The school rules must be determined and publicised by the headteacher in accordance with section 89 of the Education and Inspections Act 2006 in maintained schools. In the case of academy schools and alternative provision academies, the school rules must be determined in accordance with the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012. Separate advice on school rules is available in 'Behaviour and Discipline – advice for headteachers and school staff' via the link under Associated Resources.
- Under section 89 and the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012 the headteacher must publicise the school behaviour policy, in writing, to staff, parents and pupils at least once a year.

Location of a search

- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.
- The powers only apply in England.

10. General power to confiscate

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include novel psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

11. Involving parents and dealing with complaints

Schools are not required to inform parents before a search 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 is advisable in order to respond to any future complaint by a pupil or parent. Schools would normally inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so. Complaints about searching should be dealt with through the normal school complaints procedure.

12. Working with the Police

Legal drugs

The police will not normally need to be involved in incidents involving legal drugs, but School may inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol, legal highs or volatile substances to pupils in the local area.

Controlled drugs

In taking temporary possession and disposing of *suspected* controlled drugs, senior staff should:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- store it in a secure location, such as a safe or other lockable container with access limited to senior staff only
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols.
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this is not in the best interests of the pupil

- identify any safeguarding concerns and develop a support and disciplinary response in line with school policy

13. Confidentiality

- 13.1 All Academy Councillor, teachers, support staff, School Nurses, the clergy, other external agencies, parents or carers must be made aware of this policy. All adults working within and in partnership with St John Fisher Catholic Voluntary Academy must work consistently to uphold the values of the school and to offer advice and guidance that supports these values. All staff in the school must know the Safeguarding procedures.
- 13.2 School staff must explain to students that they cannot always offer unconditional confidentiality. They will explain that in some circumstances they will have to inform others, such as parents, carers or the Headteacher. Students will always be informed first that such action is going to be taken. Where a member of staff or School Nurse is aware that a student may be at risk, it is important that:
- Any Child Protection issues are addressed and the designated senior member of staff is informed.
 - Wherever possible, the student is persuaded to talk to their carer.
 - The student receives counselling.
 - The student receives appropriate health advice.

Confidentiality Statement

- 13.3 Collins dictionary: 'Confidentiality is the process of entrusting someone with another's secrets.'

Students, in contact with pastoral staff and others, may make a disclosure which they may not have shared with parents. If the disclosure relates to 'significant harm' to a child, then it is absolutely necessary for the child to know that the member of staff has to share this information with the Safeguarding Designated Senior Leader and/or Headteacher. Thereafter, a judgement would be made on whether to contact the Social Services child protection team. Parents would be contacted, provided they are not part of the disclosure.

Other disclosures, perhaps sexual in nature, would involve the member of staff persuading the young person to talk to their parents. Though this is nearly always successful, the member of staff, would have to bear in mind, that if the young person was within the 'Fraser Guidelines', that is, he/she fully understand the whole implications of his/her predicament and possible medical procedures, then parents have no right to the information disclosed by the young person, nor could they veto any treatment so prescribed. It would seem that the judgement of Fraser Guidelines is usually taken by a doctor or similar professional.

The law, if it recognises the Fraser Guidelines, will be broken if a member of staff shares information with a parent. Furthermore, in terms of data protection, a member of staff, to whom the information is passed on, would be in breach of this act if this

disclosed information was shared, given that the young person was within the Fraser Guidelines.

It would be possible for a young person to seek medical services during school time and attend a hospital or clinic. During the time off-site it would be recorded as a medical absence on the school register.

13.4 In summary, where a member of staff, usually a senior member of the pastoral team, finds out about a sexual crisis, for instance a pregnancy, the young person involved, for nearly all cases will agree for parents to be contacted or for parents to be informed by the member of staff. It may well be that in the future, a young person will quote the Fraser Guidelines and that will be a very difficult situation for the member of staff concerned.

14. The use of outside agencies for the delivery of drugs education

Outside agencies should be used with care, and their contribution properly planned as part of an overall programme. Their contribution should complement teaching and should match the age and maturity of the students involved. Teachers should remain in the room when the speakers are present and give students the opportunity to discuss follow up questions or concerns.

15. The Headteacher and the Academy Council

- The Headteacher takes overall responsibility for the policy and its implementation in the school. This responsibility includes liaison with the Academy Council, the parents/carers the LA and other appropriate outside agencies.
- The Headteacher will be responsible for any contact with the media. No member of staff should speak to the media about drug related matters.
- At all times the Headteacher will ensure that if any reporting of incidents takes place, it is in the best interest of the student, his/her family and the school.
- The policy will be monitored and reviewed by the Academy Council.

16. Responsibilities of adults working in the school

16.1 Refer to 'DfE Drug advice for schools' for detailed advice.

16.2 Any member of staff discovering a suspected illegal substance, should record the place, time, date and circumstances. If at all possible a witness will countersign this. Staff should not attempt to test the substance. Substances should be handed to a member of the Senior Team.

16.3 When a student is discovered to have been using drugs the first priority is to establish whether medical help is required. Contact a first aider in school. If in doubt contact the emergency services. Involve a member of the Senior Team and make a record of the incident as soon as possible.

16.4 If a student is found in possession of a suspect substance (legal or illegal) the student should be asked to give the substance to the member of staff. Only senior staff, of the appropriate gender, should ever search a student and then with another adult

present, but staff may if necessary search a student's bag or locker. Try to have the student with you – and always another adult. The student should be referred to the Headteacher. Substances should be handed to the Headteacher.

- 16.5 If a student discloses illegal substance use by a member of their family, this should be treated with extreme sensitivity. Do not give guarantee of confidentiality. Involve the Assistant Headteacher PWA.
- 16.6 The Headteacher (or Deputy) will decide on any action to be taken.

17. Smoking

- 17.1 The school is a smoke free area.
- 17.2 Nobody is allowed to smoke inside the school grounds nor bring material to light cigarettes or bring cigarettes to school. Those caught smoking are subject to disciplinary action and will have their cigarettes taken from them. Parents may contact the school to arrange a suitable time to collect these.

18. Discipline

- 18.1 Action taken will be determined by the nature of the incident. Senior Staff will be informed by the 'DfE Drug Advice for Schools'. This will be used in conjunction with the school's discipline policy.
- 18.2 The school recognises that the automatic application of punitive action may well be counterproductive. Careful and considered thought will be given to each case.
- 18.3 Students may be temporarily excluded from school or placed in the Behaviour Support Unit whilst an incident is being investigated. Permanent exclusion will only be used as a final sanction when all other reasonable steps have been followed.
- 18.4 The level of police involvement rests with the Headteacher. If there is valid evidence of illegal drug use the Headteacher will normally contact the police. This does not mean that the Police will automatically take punitive action.
- 18.5 Discipline will not be the only priority; information about help and guidance will also be given. Students and parents/carers will be referred to local drug counselling agencies (e.g. The Base).
- 18.6 At all times the school will seek to balance the interests of the individual students and other members of the school.

19. Record keeping

Any member of staff dealing with a drug related incident should complete an e-slip on SIMS and forward it to the Director of Study. This should be kept in the student's file.

20. The Media

Any contact with the media must be left in the hands of the Headteacher or Deputy. No other member of staff should talk to the media about drug related issues.

21. School Visits

Staff arranging school visits should make the rules regarding alcohol, tobacco and other drug use (including prescribed medication and over the counter products) very clear to students and parents/carers. They need to be made aware that a breach of these rules could result in disciplinary action or withdrawal from the visit. Parents/carers will be involved if students break any of these rules on a school visit.

22. Policy for pupil medication

If a child needs to take any medication in school, it must be handed in to the Medical Room, in the original packaging with the relevant permission form completed by the parent / guardian.

Please refer to the Medicines Management Policy for further information and advice.

23. Origins of the policy

- This policy was originally formulated by a working party which included the Deputy Headteacher, a Parent Councillor, the Head of PSHCE, the School Nurse, a Year 8 student and a Year 10 student. Both students were members of the Year Councils. It was discussed at Year Council Meetings and all staff were fully consulted.
- The policy was updated by the Assistant Head PWA in June 2015 in line with the DfE Drugs Advice for Schools published in September 2012 and the 'Searching, Screening and Confiscation' Department of Education advice February 2014.

Equality Impact Assessment

School	St John Fisher Catholic Voluntary Academy
Date	31.10.2017
Lead member of staff	Mrs C Kernan
Other involved staff/role	

Proposed Plan

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision
to change or reduce practice/provision
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Update of school 'Drugs and Substance mis-use' policy.

Is the proposal likely to have an adverse impact on compliance with the Equality Duty?

Eliminating unlawful discrimination, harassment and victimisation Y/N

Promoting equality of opportunity Y/N

Fostering good relations Y/N

Please explain

Consultation Process

With whom do you plan to consult?

How?

Where is the evidence of the consultation?

Discussion at the Academy's Council Mission Committee on Tues 6 May 2015. Minuted.

Potential Issues NONE

Characteristic	Impact of proposal (specify if impact is to pupil, parent/carer, staff, academy councillor, other)	Positive Negative Neutral	Can barrier be removed? Y/N
Disability		Neutral	
Race		Neutral	
Sex		Neutral	
Gender reassignment		Neutral	
Pregnancy, maternity		Neutral	
Religion/belief		Neutral	
Sexual orientation		Neutral	
Marriage, civil partnership		Neutral	
Age		Neutral	

Explain in more detail

Appendix 1

Department for Education and ACPO drug advice for schools September 2012 J2012

Contents:

- Summary
- About this departmental advice
- Who is this advice for?
- Key Points
- The Role of Schools
- What Schools Can Do
- Searching and Confiscation
- General power to confiscate
- Involving parents and dealing with complaints
- Working with the Police
- Legal drugs
- Controlled drugs
- Drug Dogs and Drug Testing
- Responding to Drug Related Incidents
- Discipline
- Early Intervention
- Pupils whose parents/carers or family members misuse drugs
- Confidentiality
- Tobacco – Smoke Free Schools
- Managing Medicines
- Annex A – Suggested Drug Policy Framework
- Annex B – Useful Organisations

Summary

About this departmental advice

This is advice from the Department for Education and the Association of Chief Police Officers. It is non-statutory and has been produced to help answer some of the most common questions raised by school staff in this area, as well as promoting understanding of the relevant powers and duties in relation to powers to search for and confiscate drugs, liaison with the police and with parents.

Where the document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, new psychoactive substances ("legal highs") and volatile substances, unless otherwise specified.

This guidance does not focus on drug education. It covers broader behaviour and pastoral support, as well as managing drugs and drug-related incidents within schools.

Who is this advice for?

The advice is primarily for:

- Headteachers, school staff and governing bodies in maintained schools, academies, free schools, independent schools, sixth form colleges, Pupil Referral Units (PRUs) and other forms of alternative education provision.

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It may also be useful for:

- Local authorities;
- Parents;
- School nurses and other health professionals who have an input on drug issues;
- The police and local agencies working with individual schools to prevent drug misuse amongst pupils.

Key Points

These are the key points from the document.

- Pupils affected by their own or other's drug misuse should have early access to support through the school and other local services;
- Schools are strongly advised to have a written drugs policy to act as a central reference point for all school staff;
- It is helpful for a senior member of staff to have responsibility for this policy and for liaising with the local police and support services.

The Role of Schools

As part of the statutory duty on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's Drug Strategy 2010 ensures that school staff have the information, advice and power to:

- Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service;
- Tackle problem behaviour in schools, with wider powers of search and confiscation;
- Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.

What Schools Can Do

- Develop a drugs policy which sets out their role in relation to all drug matters – this includes the content and organisation of drug education, and the management of drugs and medicines within school boundaries and on school trips. It should be consistent with the school's safeguarding policy. A drug policy framework can be found at Annex A.
- Have a designated, senior member of staff with responsibility for the drug policy and all drug issues within the school.
- Develop drug policies in consultation with the whole school community including pupils, parents/carers, staff, governors and partner agencies.
- Establish relationships with local children and young people's services, health services and voluntary sector organisations to ensure support is available to pupils affected by drug misuse (including parental drug or alcohol problems). Links to supportive national organisations are included at the end of this document.

Searching and Confiscation

Advice on searching and confiscations can be found in Screening, searching and confiscation; advice for headteachers, staff and governing bodies.

Following a search, whether or not anything is found, the school is advised to make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action. There is no legal requirement to do this.

General power to confiscate

Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher 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 a drug, it should be treated as a controlled drug.

Involving parents and dealing with complaints

Schools are not required to inform parents before a search 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.

Schools would normally inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

Complaints about searching should be dealt with through the normal school complaints procedure.

Working with the Police

A senior member of staff who is responsible for the school's drugs policy should liaise with the police and agree a shared approach to dealing with drug-related incidents. This approach should be updated as part of a regular review of the policy.

Legal drugs

The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. New psychoactive substances should be included in the school drug policy as unauthorised substances and treated as such. If there is uncertainty about what the substance is, it should be treated as a controlled drug.

Controlled drugs

In taking temporary possession and disposing of suspected controlled drugs schools are advised to:

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- ensure that a second adult witness is present throughout;
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the pupil;
- identify any safeguarding concerns and develop a support and disciplinary response (see below).

Drug Dogs and Drug Testing

The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises. However schools may choose to make use of drug dogs or drug testing strategies if they wish. It is advisable that the school consults with the local police.

Responding to Drug Related Incidents

School staff are best placed to decide on the most appropriate response to tackling drugs within their school. This is most effective when:

- it is supported by the whole school community;
- drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary;
- staff have access to high quality training and support.

Schools should ensure that pupils have access to and knowledge of up-to-date information on sources of help (Annex B). This includes local and national helplines (including [FRANK](#) for drugs, [NHS Smoking Services](#) for tobacco and [Drinkline](#) for alcohol), youth and community services and drug services. These sources can be used as part of, or in addition to, the school's own drug and alcohol education.

If a pupil is suspected of being under the influence of drugs or alcohol on school premises, the school must prioritise the safety of the young person and those around them. If necessary it should be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk the Safeguarding Policy will come into effect and social services may need to be contacted.

When evaluating the behaviour and safety of pupils under the new [Ofsted inspection framework](#), inspectors will consider pupils' ability to assess and manage risk appropriately and to keep themselves safe. In supplementary PSHE guidance for subject survey visits, pupils awareness of the dangers of substance misuse is included in the criteria for inspectors when grading the quality of PSHE delivery.

Discipline

Academy's Mission Committee

Any response to drug-related incidents needs to balance the needs of the individual pupils concerned with the wider school community. In deciding what action to take schools should follow their own disciplinary procedures.

Exclusion should not be the automatic response to a drug incident and permanent exclusion should only be used in serious cases. More detail on excluding pupils can be found in the DfE [Exclusion Guidance](#).

Drug use can be a symptom of other problems and schools should be ready to involve or refer pupils to other services when needed. It is important that schools are aware of the relevant youth and family support services available in their local area.

Sources of advice and local services should be listed in the school drug policy for reference. Some local authorities may also provide lists of sources of support for schools. The senior member of staff responsible for drugs should have established relationships with local agencies to understand what support is available.

Early Intervention

Schools can have a key role in identifying pupils at risk of drug misuse. The process of identifying needs should aim to distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

Pupils whose parents/carers or family members misuse drugs

Schools will be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. Most are pro-active in the early identification of children's and young people's needs and in safeguarding the children in their care. Screening is important in assessing needs. Where problems are observed or suspected, or if a child chooses to disclose that there are difficulties at home and it is not deemed a safeguarding issue, the school will follow the procedures set out in its drug policy. This should include protocols for assessing the pupil's welfare and support needs and when and how to involve other sources of support for the child such as Children's Services, services commissioned by the Drug and Alcohol Action Teams (DAAT) programmes and, where appropriate, the family.

Confidentiality

Schools need to have regard to issues of confidentiality (although staff cannot promise total confidentiality to pupils). More information on confidentiality can be found in [Working Together to Safeguard Children](#).

Tobacco – Smoke Free Schools

The minimum age for smoking is 18 and schools are subject to the same [smoke free legislation](#) as other premises.

In most schools:

- The school is a smoke-free site (though if there is a caretaker's house this may be excepted);
- Children, young people, staff, parents/carers and governors have been involved in the development and implementation of a smoke-free site;
- The school provides information and support for smokers to quit e.g. promoting access to smoking cessation classes, which may be provided on the school site.

Children and young people should understand the non-smoking policy.

The National Institute for Clinical Excellence (NICE) have developed guidance on school based interventions to prevent the uptake of smoking amongst young people.

Managing Medicines

Some pupils may require medicines that have been prescribed for their medical condition during the school day. More detailed information can be found in Managing Medicines in Schools and Early Years Settings

Annex A – Suggested Drug Policy Framework

Development process

- State the date of approval and adoption, and the date for the next major review.
- Describe the development process and how the whole school community was involved.
- Insert the signatures of the headteacher, a governor, key personnel (and pupil representative if appropriate).

Location and dissemination

- Outline the dissemination plans and where a reference copy of the policy can reliably be found. Parts of the policy may be replicated or referred to in other school publications.

The context of the policy and its relationship to other policies

- Outline the links with other written policies on, for example, the school mission/ethos statement, behaviour, health and safety, medicines, confidentiality, pastoral support, healthy schools, school visits and safeguarding.

Local and national references

- Specify useful national and local documents, for example, this and other government advice, local authority information and local healthy schools or similar documentation on which the policy has drawn.

The purpose of the policy

- Identify the functions of the policy, showing how it reflects the whole school ethos and the whole school approach to health.

State where and to whom the policy applies

- For example, all staff, pupils, parents/carers, governors and partner agencies working with schools.
- Specify the school's boundaries and jurisdiction of the policy's provisions.
- Clarify how the policy applies to pupils educated in part within further education or other provision.

Definitions and terminology

- Define the term 'drugs' and clarify the meanings of other key terms. The definition should include reference to medicines, volatile substances, alcohol, tobacco, illegal drugs, new psychoactive substances and other unauthorised substances.

The school's stance towards drugs, health and the needs of pupils

- Include a clear statement that illegal and other unauthorised drugs are not acceptable within the boundaries identified within the policy.
- Outline school rules with regard to authorised drugs and make links to the school policy on medicines.
- Explain that the first concern in managing drugs is the health and safety of the school's community and meeting the pastoral needs of pupils.

Staff with key responsibility for drugs

- Specify the named members of staff who will oversee and coordinate drug issues and their key roles and responsibilities. Headteachers may also wish to record those members of staff with the authority to search pupils, although there is no legal requirement to keep such a record.

Staff support and training

- Outline induction and drug awareness training arrangements for all staff working at the school and relevant governors.
- Outline specific continuing professional development opportunities for drug education teachers and how this will be cascaded.

Management of drugs at school and on school trips

- Describe the policy on dealing with drug paraphernalia and suspected illegal and unauthorised drugs.
- Outline storage, disposal and safety guidance for staff.
- Make explicit the school's policy on searches, including personal searches and searches of school and pupils' property.
- Outline strategies for thorough investigation of events and personal circumstances. Outline strategies for responding to any incidents involving illegal and other unauthorised drugs, including initiating screening, a common assessment framework and the range of options for responding to the identified needs of those involved.
- Outline procedures for managing parents/carers under the influence of drugs on school premises.

Police involvement

- Outline the agreed criteria for if and when police should be informed, consulted or actively involved in an incident, and what action is expected if police involvement is requested.
- Include name and contact details for the school's liaison officer.

The needs of pupils

- Outline the mechanisms for addressing the wider support needs of pupils and how pupils are made aware of the various internal and external support structures.

Working with external agencies

- Outline the relationship with local partner agencies and the roles negotiated with them for supporting pupils and their families and agreed protocols for referral.
- List local services and national helplines/websites.

Information sharing

- Specify the school's approach to sharing information and how it will secure pupils' and, where necessary, parent/carers' agreement for this.
- Specify the school's approach to ensuring that sensitive information is only disclosed internally or externally with careful attention to pupils' rights and needs.
- Outline local safeguarding to be followed if a pupil's safety is considered under threat, including incidences of parental drug or alcohol misuse (or make links to relevant school policy).

Involvement of parents/carers

- Include the policy for informing and involving parents/carers about incidents involving illegal and other unauthorised drugs.
- Outline the school's approach to encouraging parental involvement in developing and reviewing the policy and in their child's drug education.

The role of academy councillors

- State the arrangements for ensuring that governors are well informed on drugs issues as they affect the school.
- Outline the role of governors (or a designated governor if appointed) in policy development and overseeing the drug education programme, and contributing to any case conferences called, or appeals against exclusions.

Liaison with other schools

- Explain where schools are working together, for example: the drug education curriculum, the management of incidents, training opportunities and transitions between schools.

Liaison with other agencies

- State negotiated and agreed procedures for collaborating with local agencies that can offer targeted and specialist support to pupils needing either.

Staff conduct and drugs

- State the arrangements for ensuring that staff are aware of their responsibilities in relation to drinking and other drug use in school hours and on school trips.

Annex 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

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 3817 9410 Email: admin@adfam.org.uk

Website: 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: 0203 907 8480. Email: contact@alcoholconcern.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: 020 404 0242 Email: enquiries@ash.org.uk

Website: 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: 020 7520 0300

Website: 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. Tel: 0203 174 2279. Email: info@crae.org.uk

Website: 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 7766 9900

Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0300 123 1110

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: 0300 123 6600 Email: frank@talktofrank.com

Website: 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. Email admin@mentoruk.org
Website: 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

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: 0808 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 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044 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

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.
Dewsbury YOT Tel: 01924 482118

Reference: DFE-00001-2012