



# Charles Darwin School

## Substance Misuse Policy

**Persons Responsible:**

**Governors:** Ethos Committee

**SLT:** Mrs Rees

**Adopted:** 20 November 2010

Reviewed and readopted: 21 November 2011

Reviewed and readopted: 4 December 2013

Reviewed and readopted: 26 September 2016

Reviewed and readopted: 11 February 2019

## **1. The Governor's Policy on the Misuse of Controlled and Prohibited Substances**

- 1.1. The Governors will ensure that there is a robust programme of education to ensure that students are aware of the dangers and risks involved in substance misuse. They will ensure that staff are able to give advice to individual pupils and are aware of the agencies that can offer young people professional advice on substance misuse.
- 1.2. The Governors support the zero tolerance policy that the school has operated for many years. This means that Governors expect that the Head teacher will take the decision to permanently exclude any student who is found to be in possession of, to take, to supply or to be under the influence of controlled substances on school premises. In such circumstances Governors would not expect an appeal panel to overturn the decision to permanently exclude.
- 1.3. The Department for Education released Department Advice called "Searching, Screening and Confiscation" in January 2018. The advice applies to all schools in England.
- 1.4. The Advice states all schools in England have powers to search and screen pupils, with or without their consent, where there are reasonable grounds to believe that they have a prohibited item.
- 1.5. Prohibited items include;
  - Knives and weapons or replica items
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco, cigarettes and e-cigarettes
  - Fireworks
  - Offensive or inappropriate images on mobile phone or other electronic device
  - Pornographic images
  - Any article that the member of staff reasonably suspects has been or is likely to be used:
    - To commit an offence
    - To cause personal injury or damage the property of a pupil (including the pupil themselves)
  - Any items that are banned by the school rules and that have been specifically identified as item for which a search may be carried out.
- 1.6. The Governing body support the right conferred by the School Behaviour Regulations 2012 upon the Headteacher and staff he has authorised to search pupils and their possessions as stated in item 1.4.
- 1.7. This document explains the way the policy will be implemented with regard to substance misuse.

## **2. The purpose of this Policy is to:**

- 2.1. reinforce and safeguard the health and safety of pupils and others who use the school;
- 2.2. clarify the legal requirements and responsibilities of the school;
- 2.3. clarify the school's approach towards substance misuse for all staff, pupils, governors, parents/guardians, external agencies and the wider community;
- 2.4. give guidance on developing , implementing and monitoring the drug education programme;
- 2.5. enable staff to manage drugs on school premises and any incidents that occur, with confidence and consistency, and in the best interests of those involved;
- 2.6. ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school;
- 2.7. re-inforce the role of the school in contributing to local and national strategies.

### **3. Application of this Policy**

- 3.1. The policy is applicable to all pupils, staff, parents/carers and other relevant parties when they are or should be involved in school-based activities.
- 3.2. The policy is applicable to any pupil found to have brought illegal substances into school or be in possession of an illegal substance, or be involved in using such substances in school or in the vicinity of the school.
- 3.3. For pupils and for the purpose of this policy the limits of the school boundaries are extended. They include all school journeys undertaken in school time or during school vacations, all residential trips, work experience placements, and journeys to and from school. The area in proximity to the school is included.
- 3.4. This policy should be read in conjunction with the latest school's Safeguarding and Child Protection Policy.

### **4. Definitions**

- 4.1. 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.
- 4.2. The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:
  - all illegal drugs (those controlled by the Misuse of Drugs Act 1971);
  - all legal drugs, including alcohol, tobacco, volatile substances (those giving off gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers);
  - all over-the-counter and prescription medicines.

### **5. The School's stance towards drugs - Philosophy**

- 5.1. The misuse of (both legal and illegal) drugs and the consequent impact on the lives of young people are a very important concern to all. Young people today are exposed to the temptations of alcohol, tobacco, and illegal substances with more frequency. It is important that all those involved in the care of young people in school send a clear message through a well delivered education programme and through the general ethos that the misuse of these substances, particularly those that are illegal is totally unacceptable.



## 6. Statement of policy

- 6.1. The school is committed to educating its students in the inherent dangers involved in drug and substance abuse.
- 6.2. The school acknowledges the importance of its pastoral role in the welfare of its students, and through the general ethos of the school, seeks to persuade students in need of support to come forward.
- 6.3. The school cannot and will not allow its premises to be used for the production, supply or use of any illegal substances nor the misuse of legal substances, for instance alcohol. The school cannot and will not permit the use of any substances which will impair the students' ability to learn or have an adverse effect on behaviour.
- 6.4. The school's policy on the possession, use, supply of illegal substances within the boundaries defined above is one of zero tolerance. Any student found to be in possession or to be under the influence of or have supplied illegal substances or legal substances with the intent of misuse within the extended boundaries of the school (see application of policy section for full definition of extended boundaries) is likely to be permanently excluded.

## 7. Key Responsibilities and Review

- 7.1. Governors: formulation and review of school policy and ensuring its consistent application.
- 7.2. Headteacher: formulation and implementation of the School's policy on substance misuse and dealing with serious incidents
- 7.3. Deputy Headteacher: oversight of Substance Misuse Policy and its implementation. Dealing with major drugs related incidents.
- 7.4. School Counsellor: individual counselling/support of students at risk.
- 7.5. Ensuring that all pupils are fully aware of school policy; welfare of pupils.
- 7.6. All staff: reinforce school's policy and encourage pupils to avoid misuse of substances.

## 8. Drug Education

- 8.1. A programme of drug education organised by year group will be delivered through use of a variety of activities or methods. These will include classroom-based discussions, sessions facilitated by external experts during Social Moral Spiritual and Cultural [SMSC] days for example, Your Choice , Your Voice for Year 9 individual drug education and counselling for those in particular need. In addition specific programmes for small groups will be organised as and when necessary. In essence the school's drugs education will:

- enable pupils to make healthy and informed choices about substances by increasing knowledge, exploring their own and other people's attitudes and developing and practising skills;
- promote positive attitudes towards healthy lifestyles;
- provide accurate information about substances;
- increase understanding about the implications and possible consequences of use and misuse;

- encourage an understanding for those experiencing or likely to experience substance use;
- widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS;
- seek to minimise the risks that users and potential users face;
- enable young people to identify sources of appropriate personal support e.g. signpost and refer pupil to Bromley Changes

## 9. External Contributions

- 9.1. In the main teachers teach drug education, but where appropriate, outside visitors may contribute. They will be aware of the school drug policy.
- 9.2. Examples of external agencies that school involves are:
  - Bromley Community Well-being Service [020 3770 8848]
  - Bromley Changes [Young People's Drug and Alcohol Service, formerly known as BYPASS: 0208 313 1107, 07920 813660, David.Dunkley@cgl.org.uk]
  - Police – School Liaison Officer (PC Bruce Anton)
  - Bromley Mind
  -

## 10. Staff support and training

- 10.1. All staff will undergo continuous drugs awareness training; those with day-to-day responsibilities for drugs issues will regularly update their knowledge and understanding through attendance at both internal and external training events.
- 10.2. This Policy will be held on the school website and is therefore accessible to all staff, parents and pupils as a form of support and guidance.

## 11. Management of substance misuse at school

- 11.1. Where a pupil discloses substance misuse on the premises, staff must inform the Headteacher.
- 11.2. Where a student discloses substance abuse off the premises, the matter should be reported to the relevant Achievement Co-ordinator who will use his/her discretion as to how to proceed. The Achievement Co-ordinator may wish to contact parents and will likely seek support from appropriate agencies, such as Bromley Changes. The teacher should make clear to the student that he/she can offer no guarantee of confidentiality given the seriousness of drug abuse.
- 11.3. Should a member of staff discover either on the school premises, or on a school visit, a substance that is suspected to be harmful or illegal, he/she should record its appearance, quantity, time, place and circumstances of it coming into their possession. If possible a witness should be present who can endorse the record. The substance should then be sealed and put in a place of safekeeping until it can be secured in the school safe and the police informed.
- 11.4. In the event of the discovery of any equipment believed to be associated with substance abuse, e.g. needles, syringe, students should not be allowed to handle them. A member of staff should, with the utmost care, place them in a rigid container and give

them and any relevant material to a senior member of staff who will secure it in the weapons tube, kept in the Critical Incident Box. This is held in the Personnel and Administration Manager's Office. The appropriate service can then be contacted to collection, the tube being secured in the school safe until such time. The police should be informed prior to any service removing such items.

- 11.5. If a student is suspected to be in possession of an illegal substance or a legal substance that may affect their behaviour, attainment or health (e.g. alcohol, cigarettes), he/she should be isolated and interviewed in the presence of two members of staff, one of which will be a Deputy Headteacher. The student should be warned that failure to co-operate will lead to police attendance. The student should be asked to hand over the substance. The Education Act 2011 strengthened the power that teachers have to search for and confiscate items which may be dangerous or cause harm. This includes alcohol and controlled drugs. Lockers and bags can also be searched. Consent does not need to be given. If a substance is found it should be sealed and put in a place of safekeeping until it can be secured in the school safe.
- 11.6. If a student refuses to hand over a substance, a Deputy Headteacher may request police attendance (the police are allowed the search the student). This may lead to the student's arrest. Meanwhile the student should be isolated and supervised by a member of staff. The student's parents should be informed of the situation and invited to be present.
- 11.7. Written accounts of the relevant circumstances should be taken with each student involved. These should be taken individually and witnessed by two members of staff. All staff involved in, or witnesses to, such incidents must produce a written account. These accounts may be used as evidence in exclusion proceedings.
- 11.8. The school is legally obliged to tell the Police about drugs related incidents and seek advice about disposal if required.

## **12. Dealing with a Major Drugs Related Incident**

- 12.1. Inform a Deputy Headteacher or the Headteacher.
- 12.2. Do not leave the incident/student where practicable.
- 12.3. If the person is unconscious, place them in the recovery position.
- 12.4. Contact the school office immediately. Ask them to:
  - (a) contact the lead first aider [2018-19, Holly Allan] who should go immediately to the incident
  - (b) telephone for an ambulance
  - (c) telephone the student's parents.
- 12.5. The student should be questioned if conscious to ascertain the nature of any suspected substance abuse. Any evidence e.g. bottles, tablets, syringes, should be gathered and given to the emergency services on arrival.
  - I. If the student is conscious but appears to be influenced by a substance:
    - (d) sit them down in a quiet area
    - (e) ensure windows are open
    - (f) stay calm, keep them calm

- (g) call for help; Assistant Headteacher, Deputy Headteacher or Headteacher should be made aware
- (h) ask school office to telephone home
- (i) an ambulance should be called if there is any doubt whatsoever as to the student's condition
- (j) advise parents to seek medical advice if collected

12.6. All staff involved in, or witnesses to, such incidents must produce a written account. Any statements taken should adhere to good practice guidance. These accounts may be used as evidence.

### 13. Involvement of parents/carers

13.1. All parents will have access to the School's Policy on substance use on-line and are invited to comment on its appropriateness. Parents may be invited to attend a drugs awareness evening, where they will have the opportunity to discuss the school's approach to dealing with incidents involving drugs.

### 14. Role of Governors

- 14.1. To review the School's Policy on (drugs) substance misuse every three years.
- 14.2. To have an overview of major drugs related incidents.
- 14.3. Be aware of any changes to local or national policies.

### 15. Liaison

- 15.1. The school will liaise with:
  - other schools via Headteacher meetings and deputy heads via Emotional Health Forum;
  - local primary feeder schools;
  - the police.
- 15.2. This liaison will have the aim of facilitating the sharing of information about good drug education practice and joint initiatives to enhance the safety of young people in the locality.

### 16. Confidentiality Guidance to staff

- 16.1. In managing drugs, schools need to have regard to issues of confidentiality. **Teachers cannot and should not promise total confidentiality.** The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupils asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:
  - child protection;

- co-operating with a police investigation;
- a referral to external services

16.2. Every effort should be made to secure the pupil's agreement to the way in which the school intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a pupil's safety is under threat. It should be only in exceptional circumstance that sensitive information is passed on against a pupil's wishes, and even then the school should inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue;
- where a life is in danger.

## **17. Monitoring, evaluation and review**

17.1. The school will evaluate the effectiveness of its drug education Programme periodically, through lesson observation, discussion with pupils, staff and outside agencies.

17.2. The Governing body will review this Policy every three years and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout the school by all members of the school community.

*Policy adopted at Governors Ethos Committee on 11/2/2019*