

Drugs Policy.

Philosophy

Sidestrand Hall School believes that the possession and or use of drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions are made for pupils who require prescription medicines to be administered.

Definition: “drugs” are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD, new psychoactive substances etc.

Definition; ‘drug incidents’ include incidents that are likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. They could fit into the following categories:

- Drugs or associated paraphernalia are found on school premises.
- A pupil demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age.
- A pupil, parent/carer or staff member is found in possession of drugs or associated paraphernalia.
- A pupil, parent/carer or staff member is found to be supplying drugs on school premises.
- A pupil, parent/carer or staff member is thought to be under the influence of drugs.
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A pupil discloses that they or family member/friend is misusing drugs.

Aims

The aim of this policy is to acknowledge and clarify the schools’ role in drug prevention and education and ensure it is appropriate to pupil’s needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for pupil, teachers, support staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school’s behaviour policy. This policy should also be read in conjunction with associated policies listed. This policy applies at all times to the school premises, school transport as well as school visits/trips/residential trips etc.

Drug Education

The school provides a planned drug education curriculum through the following:

PSHE education reflects other discretionary topics that reflect knowledge, understanding, attitudes and social skills: this will:

- Enable pupils to make healthy, informed choices.
- Promote positive attitudes to healthy lifestyles.
- Provide accurate information about substances.
- Increase understanding about the implications and possible consequences of use and misuse.
- Widen understanding about related health and social issues.
- Enable pupils to identify sources of appropriate advice and personal support.

Overall, it will be teachers who will teach drug education but where appropriate, outside agencies may contribute. Such agencies should be used in a planned way and their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The school will actively cooperate with agencies such as the Local Authority, Police, Health and voluntary sector drug agencies.

Monitoring

The Senior Leadership Team member with responsibility for monitoring is responsible for the overall monitoring of drug education, which might include:

- Lesson observations with feedback to Teachers.
- Looking at a sample of pupils' work.
- Teachers making regular comments on the scheme of work/lesson plans.
- Monitoring curriculum plans weekly, mid-term and termly, with feedback to Teachers.
- Feedback from Curriculum Leads, class Teachers and pupils about what has been covered.
- Including drug education/PSHE as a regular agenda item at tutor group meetings and relevant Keystage meetings.
- Including drug education/PSHE as a regular agenda item at governor meetings.

Roles and Responsibilities

Statutory duty of the school:

The Head Teacher takes overall responsibility for the policy and its implementation with support from the named persons responsible for drug related issues, for liaison with the governing body, parents, Local Authority and appropriate outside agencies. The Head Teacher will ensure with support from the named persons responsible for drug related issues, that all staff dealing with drug issues are adequately supported and trained.

A school cannot knowingly allow its premises to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis).

Where it is suspected that drugs are being sold on the premises, details regarding those involved, with all known information as possible, will be passed to the Police.

Named persons responsible for drug related issues

Named Governor: Reverend Roger Billings

Named senior member of staff: Mark Fincham

Strategies.

Implementation of the policy; in incidents involving drug misuse or supply on the premises/during the school day, and following discussion with the pupil/ member of staff, action will proceed as follows;

- Any medical emergencies will be dealt with as per Appendix 1 (Drug related medical emergencies).
- In cases of knowledge or suspicion of possession of drugs or associated paraphernalia will be dealt with as per Appendix 2 (Search and screening procedures and guidance).
- In cases of drug use/misuse or supply on the premises, during the school day or during school visits etc. The case will be discussed with the pupil and a written record taken; the Head Teacher/member of Senior Leadership Team/Designated Safeguarding Lead will inform parents/carers as soon as possible. The support of outside agencies will be sought if appropriate, e.g. school nurse, voluntary sector drug agency.
- If a pupil admits to using or supplying drugs off the premises, the appropriate action will be to inform the Designated Safeguarding Lead who will inform the Head Teacher/ Deputy Head Teacher and the pupil's parents/carers.
- While there is no legal obligation to inform the Police, it would be good practice that the Designated Safeguarding Lead in consultation with Head Teacher / Deputy Head Teacher contacts them.
- The school will consider each incident individually and will employ a range of responses to deal with each incident.
- The Governing Body will be involved in drug-related incidents via the Named Governor and as appropriate Chair of the Governing Body as they are concerning other matters relating to the school.
- The Head Teacher will take responsibility for liaison with the media, where required. Additional support and advice is available from the Local Authority.

Confidentiality and safeguarding

Confidentiality is an important consideration with respect to drugs and the boundaries of confidentiality will be made clear to pupils. As pupils need to be able to talk in confidence to staff without fear of being judged. The welfare of pupils will be central to our policy and practice. However, Teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE curriculum. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If Teachers have any concerns about the welfare of a pupil, they must inform the Designated Safeguarding Lead

It may be necessary to invoke safeguarding procedures if a pupil's safety is under threat. In such circumstances, the Designated Safeguarding Lead will be involved. Relevant examples include a disclosure of illegal drug use by a pupil, and reporting of problematic substance misuse in the family home.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However there may be some exceptional situations where involving the parents/carers may put the child at significant risk and in these cases, the Designated Safeguarding Lead will exercise some caution. The Designated Safeguarding Lead in consultation with the Head Teacher /Deputy Head Teacher with the child's welfare a priority will take the decision.

Management of Authorised Legal Drugs in School

This school has agreed that there are circumstances, when some legal drugs are authorised for use in school; these are an individual's prescribed medicines.

Medicines

The approach to access and administration of medicines is set out in both school's Administration of Medication Policy (day pupils) and Residential Administration of Medication Policy (boarding pupils). The principles underlying this are to:

- Recognise individual medical needs and promote inclusion to provide an education for all pupil's supporting their medical needs.
- Undertake to contact parents/carers if a pupil is ill during the school day or the boarding period.

Designated trained staff administer medicines at school to pupils and only with parental written consent. Details about managing medicines can be found Administration of Medication polices and Supporting Pupils with Medical Needs Policy. The decision to allow pupils to self-administer medicines rests with the Head Teacher/Deputy Head Teacher/Head of Care.

Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer, unless a pupil has been authorised to self-administer. Pupil's personal inhalers are taken on all off-site visits and held by the accompanying school staff. A supply of emergency inhalers are held by the school and only administered to those pupils with diagnosed asthma. Where emergency consent has been obtained in advance and the pupils prescribed inhaler has been forgotten to be brought to school.

Staff are aware of any serious medical conditions, which pupils in their classes and informed of those attending them on school trips.

The School Nursing Team will be informed as appropriate of any pupil attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day-to-day management of their condition in school or during a medical emergency.

Managing Visitors to the School Under the Influence of Drugs and Alcohol

If a visitor to the School is suspected of being under the influence of drugs or alcohol on the school premises, staff should maintain a calm atmosphere and call for a member of the Senior Leadership Team, to speak to the visitor and escort them off site. The Senior Leadership Team member if appropriate should then inform the Police.

Should staff be concerned about discharging a pupil into the care of a parent/carer suspected of being under the influence of drugs/alcohol, a member of the Senior Leadership Team should be informed immediately. The School will attempt to make alternative arrangements for the care of the pupil (e.g. with another parent, relative or carer).Should the concerns be more serious, the School will invoke safeguarding

procedures and/or enlist the help of the Police.

Smoking

In line with Local Authority policy and law we are a smoke free school and staff, parents/carers, pupils and visitors are not allowed to smoke anywhere on school premises.

Associated policies

- Safeguarding Policy
- Administration of Medication Policy
- Residential Administration of Medication Policy
- Health and Safety Policy
- First Aid Policy
- Police Involvement Policy
- Behaviour Policy
- Staff Code of Conduct Policy

Associated guidance and legislation

- Searching, Screening and Confiscation advice for Headteacher's, school staff and governing bodies
- Behaviour and Discipline in Schools guide for governing bodies
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Supporting Children with Medical Conditions at School
- DFE and ACPO Drug Advice for Schools advice for Local Authorities, Headteacher's, school staff and governing bodies
- Use of Reasonable Force advice for Headteacher's, school staff and governing bodies

Drug related medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency. Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first-aid procedures. If in any doubt, call medical help.

Always:

- Assess the situation.
- If a medical emergency, send for qualified First Aider and ambulance.
- Before assistance arrives if the person is conscious: ask them what has happened and to identify any drug used.
- Collect any drug sample and any vomit for medical analysis.
- Do not induce vomiting.
- Do not chase or over-excite them if intoxicated from inhaling a volatile substance.
- Keep them under observation, warm and quiet.

If the person is unconscious:

- Ensure that they can breathe and place in the recovery position, do not move them if a fall is likely to have led to spinal or other serious injury, which may not be obvious.
- Do not give anything by mouth, do not attempt to make them sit or stand, do not leave them unattended or in the charge of another pupil, notify parents/carers.

For needle stick (sharps) injuries:

- Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing.
- If used/dirty needle seek advice from a doctor.

When medical help arrives

- Pass on any information available, including vomit and any drug samples.

Complete a record of the incident as soon as you have dealt with the emergency.

Search and screening procedures and guidance

Searching

School staff can search a pupil for any item if the pupil agrees (this does not cover inside clothing or pockets of an item being worn i.e. trousers pockets). The Head Teacher and staff authorised by them, have a statutory power to search pupil's possessions, without consent. Only where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are knives/weapons, corrosive materials, alcohol, illegal drugs, stolen items, tobacco related items, lighters and vapes. The ability to give consent may be influenced by the young person's age or other factors such as cognitive abilities. The Head Teacher and authorised staff can also search for any item banned by the school rules, which has been identified in the rules as an item, which may be searched for confiscation.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Schools' obligations under the European Convention on Human Rights (ECHR). Under Article 8 of the European Convention on Human Rights, pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy. The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate. The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise the searching powers in a lawful way.

Screening

What the law allows:

Schools can require pupils to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the pupils. Schools' statutory power to make rules on pupil behaviour and their duty as an employer to manage the safety of staff, pupils and visitors enables them to impose a requirement that pupils undergo screening. Any member of school staff can screen pupils.

If a pupil refuses to be screened, the school may refuse to have the pupil on the premises. Health and safety legislation requires a school to be managed in a way, which does not expose pupils or staff to risks to their health, and safety and this would include making reasonable rules as a condition of admittance.

If a pupil fails to comply, and the school does not let the pupil in, the school has not excluded the pupil and the pupil's absence should be treated as unauthorised. The pupil should comply with the rules and attend.

This type of screening, without physical contact, is not subject to the same conditions as apply to the powers to search without consent.

Searching with consent

Schools' common law powers to search:

School staff can search pupils with their consent for any item. 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 student's bag or locker and for the pupil to agree.

Schools should make clear in their school behaviour policy and in communications to parents/carers and pupils what items are banned.

If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the Teacher can apply an appropriate sanction 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:

- Items that can be searched for, knives/weapons, corrosive materials, alcohol, illegal drugs, stolen items, tobacco related items, lighters, vapes, fireworks and pornographic images. Or 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.
- A Head Teacher or a member of school staff authorised by the Head Teacher. can make searches;
- The searches can be done under specific circumstances; Staff must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if 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.
- A search can be done if staff have reasonable grounds for suspecting that a pupil is in possession of a prohibited item.
- 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 student 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.
- The Head Teacher should decide whom 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. When designating a member of staff to undertake searches under these powers, the Head Teacher should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

Establishing grounds for a search

Staff 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 staff 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, which are later found not to be illegal. Authorised staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

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.

Extent of the search – clothes, possessions, desks and lockers

What the law says:

- The person conducting the search may not require the pupil to remove any clothing other than outer clothing.
- 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes coat, hats; shoes; boots; gloves and scarves.
- 'Possessions' means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags.
- A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- The power to search without consent enables a personal search, involving removal of outer clothing; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a Police Officer) can do.
- Under common law powers, schools are able to search lockers and desks for any item provided the pupil agree. Schools can also make it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present. If a pupil does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for the "prohibited items" listed above.

Use of force

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives/weapons, corrosive materials, alcohol, illegal drugs, stolen items, tobacco related items, lighters and vapes, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items that only exist as a school rule.

After the search. The power to seize and confiscate items

What the law allows:

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.

The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon, it must be passed to the Police.

Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Any controlled drug seized will be locked in a secure drug cabinet until appropriate disposal

Items found as a result of a 'without consent' search

What the law says:

A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.

Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate but this should not include returning it to the pupil.

Where they find controlled drugs, these must be delivered to the Police as soon as possible. Where staff suspect a substance may be controlled they should treat them as controlled drugs.

Where they find 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.

Where a member of staff finds tobacco, cigarette related items or vapes they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco, cigarette related items or vapes as they think appropriate but this should not include returning them to the pupil.

Statutory guidance on the disposal of controlled drugs

It is up to the Head Teacher/Deputy Head Teacher/Named Senior Member of Staff to decide whether there is a good reason not to deliver controlled drugs to the Police. In determining, what is a "good reason" for not delivering controlled drugs to the Police the member of staff must have regard to the following guidance issued by the Secretary of State. In determining what is a 'good reason' for not delivering controlled drugs to the Police, the Head Teacher/ Deputy Head Teacher/Named Senior Member of Staff should take into account all relevant circumstances and use their professional judgement to determine, whether they can safely dispose of a seized article, Where Head Teacher/ Deputy Head Teacher/Named Senior Member of Staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such

Head Teacher/Deputy Head Teacher/Named Senior Member of Staff should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

- Telling 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 should inform the individual pupil's parents/carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so. Complaints about screening or searching should be dealt with through the normal school complaints procedure.



Sidlestrand Hall School Record of Incident Involving Unauthorised Drug

Pupil Name	Date of Birth	Date of Incident	Reporting Staff Name

Details of Incident

Tick as appropriate

- Drug or paraphernalia found on school premises
- Emergency/intoxication
- Pupil in possession of unauthorised drug
- Pupil supplying unauthorised drug on school premises
- Pupil disclosure of drug use
- Disclosure of parent/carer drug misuse
- Parent/carer expresses concern
- Incident occurring on school premises
- Other Pupils exposed to risk
Pupil Names:
- First Aid given
First Aiders Name:
- Ambulance called
Time of call:
- Parent/carer informed
Informed by:
- Drug found/seized
Where found:
- Police called
Incident reference number:
- Disposal arranged by Police/parents/carers/school staff to pharmacy
Details:.....

Details of Incident

Witness Signature

Witness Signature

Follow Up Action Taken

Referred to;

CADS

Name:

Health

Name/Department:

Voluntary Sector Agency

Name/Organisation:

**Named Senior member
of Staff Signature**

Date