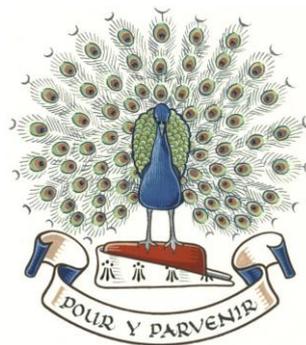


LADY MANNERS SCHOOL

DRUG EDUCATION AND INCIDENT MANAGEMENT

POLICY



DRUG EDUCATION AND INCIDENT MANAGEMENT POLICY

AIMS STATEMENT

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.

INTRODUCTION

Lady Manners School places the utmost importance on its responsibility for ensuring the health and safety of its students. The school recognises that students can be exposed to the effects and influences of drug misuse in the wider community and is committed to working in partnership with parents, health professionals, police and appropriate outside agencies in promoting a responsible and healthy lifestyle.

The aim of this policy is to:

- clarify the legal requirements and responsibilities of the school;
- reinforce and safeguard the health and safety of students and others who use the school;
- give clear guidance to staff, students, governors, parents/carers, external agencies and the wider community on the school's view of drugs, its strategy for drug prevention and how drug related incidents are managed;
- reinforce the school's pastoral role and proactive approach to drug education.

This policy has been reviewed in line with the DfE document 'Drugs: Guidance for Schools' (February 2004) and has direct links with other school policies including:

- Health and Safety Policy
- Behaviour for Learning Policy
- Exclusion of Students Policy
- Pastoral Care, Guidance and Support Policy
- PSHE and SRE Policy
- Smoke Free Policy
- Safeguarding and Child Protection Policy
- Freedom of Information Policy

A DEFINITION OF DRUGS

The school has adopted the definition for the term 'drug' from the DfE document 'Drugs: Guidance for Schools' (February 2004). The term 'drug' refers to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off gas vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers)

- Novel Psychoactive Substances NPS (also known as legal highs) banned under the Psychoactive Substances Act 2016
- all drugs obtained on prescription or over the counter.

ROLES AND RESPONSIBILITIES

School staff provide role models for students. At all times the conduct, attitude and expressed opinions of staff must give a positive lead to students and reinforce a responsible attitude toward drugs and the use of drugs.

School staff are vigilant at all times in relation to:

- evidence of drug misuse on the school site
- visitors on the school site
- unexplained presence of strangers in the local vicinity of the school.

The PSHE Coordinator has overall responsibility for the co-ordination, evaluation and reviewing of the drug education programme.

The Headteacher has overall responsibility for ensuring adequate procedures are in place in school for drug education and managing drug related incidents.

DRUG EDUCATION

The content of the drug education programme provided is appropriate to the age and maturity of students and is set within the PSHE framework and the National Curriculum Science Order. The drug education programme links with other areas of PSHE including sex and relationships education and emotional well-being. The aims of the drug education programme are outlined in **Appendix 1**.

STATEMENT ABOUT DRUGS IN SCHOOL

The school prohibits the possession, use or supply of illegal drugs and other unauthorised substances within the school boundaries. The school boundaries are defined as the school premises, off site activities organised by the school and journeys organised by school transport. All drug related incidents will be treated with the utmost seriousness.

The first concern in managing drugs in school is the health and safety of the school community and meeting the pastoral needs of students. The school recognises that some students are more vulnerable to drug use and other social problems and ensures that vulnerable young people are identified and receive support through the curriculum, the pastoral system, the student support system or through referral to other services.

1. Prescription and Non-Prescription drugs

- 1.1 All medicines (prescription and non-prescription) that are to be administered in school must be accompanied by written instructions from the parent and/or GP and supported by a parental consent form available from the school. Parents should ensure that the medicine is provided in the original container clearly labelled with the student's name and directions for administration.
- 1.2 The medicine should be handed to the Student Support Assistant (Medical) who will keep it securely and be responsible for administering doses unless, in the permission, the Headteacher gives consent for the drug to be administered in a different way.

RESPONDING TO DRUG RELATED INCIDENTS

The school's first priority is to the health and safety of the school population as a whole and the prevention of drug abuse within the population. When responding to situations involving drugs the following principles apply:

- all drug related incidents should be dealt with effectively and consistently
- all situations will be carefully considered before deciding on the response
- the needs of the individual involved will be balanced against the needs of other students
- the pastoral system will be the first response where possible
- parents will be involved at an early stage
- support agencies will be involved if appropriate
- the police will be informed according to current local agreements (see **Appendix 2**)
- support for students will be maintained and counselling arranged if appropriate
- responses may include both disciplinary sanctions and counselling
- depending on the seriousness of the involvement in a drug related incident students may be excluded for a fixed term from school in the first instance whilst an investigation takes place
- a temporary exclusion may become permanent if it is in the best interest of the individual and the rest of the school population.

MANAGING DRUG RELATED INCIDENTS

Incidents involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, suspicion/rumour. Safety of those involved is the first priority and medical assistance will be summoned, when necessary, before addressing issues. If in doubt, the school will seek medical assistance immediately.

In all incidents the Headteacher will be informed who will then decide on what further action is to be taken and the key people that need to be informed and involved. For incidents which occur on school visits, either day trips or residential excursions, the Headteacher should be informed immediately and a course of action agreed.

Pastoral staff will conduct a careful investigation to establish the nature and seriousness of the incident. A written record will be made of all discussions and decisions made and shared with the Headteacher who, in consultation with key staff, will decide on what further action is to be taken.

Searches

A personal search refers to the student's outer clothing, pockets and bag. Students believed to be in possession of alcohol or illegal drugs referred to in legislation as 'prohibited items' can be requested to turn out their pockets and bag. If they refuse the Headteacher, or a member of staff authorised by the Headteacher, may wish to consider proceeding under formal lines by contacting the police. Any decision to conduct a personal search without the student's consent would only be made in very rare circumstances. This would only be done either by the Headteacher or by another member of the Senior Team. There must be a witness to any such search and this should normally be another senior member of staff.

Whilst there is no legal requirement for training for the Headteacher or the staff authorised to search this is a complex area and serious consideration should be given to the following before undertaking a search without consent of the student:

- What constitutes 'reasonable grounds' for suspecting a student is in possession of a prohibited item
- The impact of the search on the student
- The student not being in possession of a prohibited item
- Recording requirements if the search is part of an evidence trail

School property, such as the student's locker, may be searched without consent. However, when possible consent will be sought from the student to avoid potential infringement on the individual's privacy without just cause.

MANAGEMENT OF DRUGS AT SCHOOL

Dealing with suspected illegal and unauthorised drugs

School staff will take temporary possession of any substance believed to be illegal and dispose of it within the local agreed protocols with Derbyshire Constabulary. This can be found in **Appendix 3**.

Staff will confiscate the following unauthorised substances:

- **Alcohol and tobacco**
Parents/carers will be informed and given the opportunity to collect the alcohol and tobacco.
 - **Volatile substances**
Given the danger posed by volatile substances, the substances will be disposed of immediately.
-
-

- **Medicines**

Parents/carers will be asked to collect and dispose of unused or date-expired medicines.

Dealing with drugs and drug paraphernalia

If suspected illegal or unauthorised drugs are found on the school site they will be passed to the police for safe disposal. In the meantime they will be stored safely in school. The law permits school staff to take temporary possession of substances suspected to be illegal for the purposes of preventing an offence to be committed or continued, providing that reasonable steps are taken to destroy it or deliver it to the person lawfully entitled to take custody of it. All confiscations must be clearly labelled.

In taking temporary possession of a suspected controlled drug or a substance they believe to be harmful the staff member is advised to:

- Adhere to Health and Safety guidelines in all cases
- Ensure a witness (a member of staff) is present throughout
- Seal the substance in a plastic bag with the date and time of the seizure with the names of those present
- Store in a secure storage such as safe or lockable container with access limited to senior member of staff
- Contact the police for collection. Whilst disposal or destruction by the school staff is legal it should always be policy to hand the items to the police to ensure correct identification
- Involve the parents/carers unless this would put the student at risk or there are concerns that to do so would not be in the best interest of the young person.

The school should clearly record all decisions, counter signed by the Headteacher and dated. The police incident reference number should also be recorded.

The police are committed to making every effort to collect the drugs within 24 hours. However this may not always be possible, so schools should store any substances in a locked cupboard within a secure room.

Police Involvement

- **Legal drugs**

The police will not normally be involved in incidents involving legal drugs but the school may inform the local Trading Standards Department regarding the inappropriate sale or supply of tobacco, alcohol, NPS or volatile substances.

- **Illegal drugs**

A local agreement has been developed with Derbyshire Constabulary to define when the police will be involved, when schools will manage incidents internally and what information will be shared. This can be found in **Appendix 2**.

- **Involvement of sniffer dogs**

The school will co-operate with the police in line with current local agreements in Appendix 3 if as part of a policing operation they wish to bring sniffer dogs onto the school site. The school will liaise with the Local Authority in such instances.

CONFIDENTIALITY

Students need to be able to talk to a member of staff about a drug related problem without the fear of being judged. However, staff will not be able to promise confidentiality in order that specialist help may be sought if needed. Students need to be informed of this. Information about a student in relation to drugs will follow the same procedure as for other sensitive information. Pastoral staff and the Headteacher will be informed and appropriate action then taken.

MANAGING INCIDENTS OF PARENTS/CARERS UNDER THE INFLUENCE OF DRUGS ON THE SCHOOL PREMISES.

Where the behaviour of a parent/carer under the influence of drugs places a child at risk or the parent/carer becomes abusive or violent, staff will consider whether to invoke safeguarding procedures and/or the involvement of the police.

Where students are affected by their parents'/carers' or siblings' drug or alcohol misuse, the school will ensure the student receives support to meet their identified needs.

TRAINING AND SUPPORT OF STAFF

All staff are made aware of their responsibilities in upholding this policy. All staff involved in the delivery of the drug education programme are provided with support through training and resources to ensure an understanding of the issues and effective teaching strategies. The school takes advantage of the support, advice, information and training provided by the Local Health Authority, Police and other local organisations.

PARENTAL INVOLVEMENT

In an incident involving illegal or unauthorised drugs, the school will involve the student's parents/carers and explain how the school intends to respond to the incident and to the student's needs. Where the school suspects that to do this might put the students at risk, or if there is another concern for the student's safety at home, then the school will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the school's designated officer for safeguarding will be consulted and local safeguarding procedures will be followed. Parents will be informed of the drugs education programme and the availability of this Policy.

APPENDIX 1**DRUG EDUCATION PROGRAMME**

The aim of the school's drug education programme is to:

- Increase students' knowledge and understanding and clarify misconceptions about:
 - the short and long term risks and effects of drugs
 - the rules and laws related to drugs
 - the impact of drugs and drug use on the individual, families and communities
 - the prevalence and acceptability of drug use amongst peers
 - the complex moral, social, emotional and political issues surrounding drugs.

- Develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risks
 - communicating effectively
 - resisting pressures
 - finding information, help and advice
 - devising problem solving and coping strategies
 - developing self awareness and self esteem.

- Enable students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring the media and social influences.

APPENDIX 2**POLICE INVOLVEMENT - LOCAL AGREEMENTS**

Agreement has been made between Derbyshire Constabulary and local partners in the following key areas:

- when an incident can be managed internally by the school
- when the Police should be informed, consulted or actively involved
- when a student's name should be withheld and when it should be divulged to the Police.
- taking temporary possession of disposal of suspected illegal drugs

DERBYSHIRE CONSTABULARY GUIDANCE ON DRUGS IN SCHOOLS**Introduction**

The Association of Chief Police Officers (ACPO) have produced comprehensive national background information for officers working in schools in *Joining Forces* (2005), and have circulated *Guidance over Crime Recording in Schools* (2004). Both documents are available via the force intranet for further information.

As well as the national overview, Derbyshire Constabulary have identified key issues from our education partners and recorded guidance on policing response to drugs in schools in order to support a consistent and joined up approach.

The list of questions and answers below that is made available to school staff and officers who are asked to be familiar with the guidance to ensure we have a consistent approach wherever possible.

Agreement has been made between Derbyshire constabulary and local partners in the following key areas:

- **When an incident can be managed internally by the school**

All incidents should be initially risk assessed by the headteacher in charge:

- How has the child come into possession of the substance?
- From whom?
- How long have they been using the substance?
- What is the drug?
- Can they be referred to a local agency?

Possession of small amounts of any drug may be managed internally by the school. The decision will be made by the headteacher who will consider all the circumstances

including the type of drugs found. Consultation with the police and others agencies may assist the headteacher in making the decision.

At this stage it may not be necessary to reveal the name of the student involved. Where allegations are made at the time, or later, of offences of supply within a school premises the police should always be consulted.

- **When the police should be informed, consulted or actively involved.**

In all cases where suspected drugs have been seized, the items should be handed to the police for identification. At this stage the name of the student involved does not need to be revealed.

Where allegations are made at the time, or later, of offences of supply within a school premises, the police should always be consulted.

Where the police have been consulted, it should be a joint decision between the headteacher and the police as to whether the police formally investigate any offences, based on all the circumstances.

Every effort will be made by the police to collect and identify the drugs within 24 hours. Schools should store any substances in a locked cupboard within a secure room.

- **When a student's name can be withheld and when it should be divulged to the police.**

Student names can be divulged to police in accordance with the provisions of the Human Rights Act and the Data Protection Act, when it is necessary and proportionate as above.

The police should have the opportunity to gather all information to inform their local intelligence. Therefore, on occasions where the headteacher is managing a minor incident internally, the schools should share information with their local police contact (Youth Involvement Officer, Beat Officer, Safer Neighbourhoods Officer etc). This information will be shared purely for intelligence gathering process.

For consultation purposes, the police should be contacted via designated points of contact or their supervisor in their absence.

- **Taking temporary possession of disposal of suspected illegal drugs.**

School staff are covered by Section 5(4) Misuse of Drugs Act 1971 in that, *'any person knowing or suspecting a substance to be a controlled drug, he / she took possession or it for the purpose of delivering it into the custody of a person lawfully entitled to take custody of it and then, as soon as possible after taking possession of it, he took all such steps as were reasonably open to him to deliver it into the custody of such person'*.

The school should have a secure storage point for any suspected items until collected by the police. Whilst disposal or destruction by the school staff is legal it should always be policy to hand the items to the police to ensure correct identification. The

school should clearly record all decisions, counter signed by the headteacher and dated.

- **When can a student be arrested on school premises?**

The police will normally only arrest students in school for serious offences and after, wherever possible, liaison with school staff. The police have powers to arrest young people committing offences but arrest on school premises are a last resort for the police.

- **When can/should a drugs operation be conducted in schools?**

Any police operation within a school is likely to attract huge press interest and will affect hundreds of innocent students. No operation should be conducted without the authority of the operations Chief Inspector of the Division.

As part of planning a police operation, the school must consider the wider implications and the needs of students directly and indirectly involved in the activity. Plans will need to be made to ensure the students' care and well-being are met such as accessing the specialist drug and alcohol services or targeted drug workers. The school will also need to consider the potential needs of parents / carers and siblings.

Drugs dogs would normally only be used either at the invitation of the school to support the curriculum on drugs education or as part of a policing operation (subject to above approval). A drugs sniffer dog should be used in schools only for a specific purpose where it is a proportionate response. Where a policing operation is planned, wherever appropriate the school senior management team should be involved in the decisions to deploy sniffer dogs in the school. Liaison should be made with education representatives at the LA level in order that actions taken can be co-ordinated within the ongoing partnership-based initiatives to ensure consistency and proportionality.