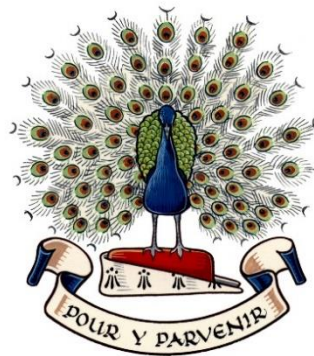


# LADY MANNERS SCHOOL

## 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 'DfE and ACPO drug advice for schools' (September 2012) and has direct links with other school policies including:

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

## A DEFINITION OF DRUGS

The term 'drug' refers to:

**illegal substances (e.g. amphetamines, ecstasy, synthetic cannabinoids, cocaine), alcohol, tobacco, medicines, volatile substances (e.g. aerosols, solvents, petrol) and electronic cigarettes.**

## 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.

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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 Personal Development Faculty Leader 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 SRE framework and the National Curriculum Science Order. The drug education programme links with other areas of 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.

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## 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

Searching can be a useful tool in risk management of an individual pupil where there is suspicion of or an actual incident of drug use or supply. The school will adhere to the latest DfE guidelines: Search, Screening and confiscation, 2018

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

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

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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 a senior member of staff or a member of the pastoral team.

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. Staff will confiscate the following unauthorised substances:

- **Alcohol, tobacco and e-cigs**  
Parents/carers will be informed and given the opportunity to collect the alcohol, tobacco and/or e-cig.
- **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:

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- 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 members 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 where appropriate.

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.

### **Arresting a pupil on school premises**

There is local agreement in Derbyshire that the police will only consider arresting a student in school for serious offences and wherever possible will work in liaison with school staff. Whilst the police have the powers to arrest young people committing offences on the school premises this will be a last resort. It is recognised by all partners that the school must whenever possible, remain a safe place for pupils to learn and achieve. The potential impact on the whole school of an onsite arrest can affect hundreds of pupils, raise the anxieties of parents/carers and members of the wider community the school serves, therefore whenever possible arrests of pupils on school premises will be avoided.

### **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, e-cigarettes, 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**.

### **Using drug sniffer dogs in school**

The National Police Chief Council (NPCC) 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. The school will carefully consider the use of sniffer dogs for either educational demonstration purposes or as a detection activity and in doing so will carefully consider whether such action:

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- is consistent with pastoral responsibilities of the school to create a supportive environment;
  - is culturally sensitive, for example, dogs are considered unclean in Muslim and Buddhist cultures;
  - will lead to labelling and be damaging to pupils most in need;
  - will result in appropriate support for pupils most in need;
  - is feasible and an effective use of school resources and those of the police, where involved.

The school will have agreed in advance with the police what will happen should the sniffer dog indicate a trace on a pupil, member of staff or visitor to the school.

## **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

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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**

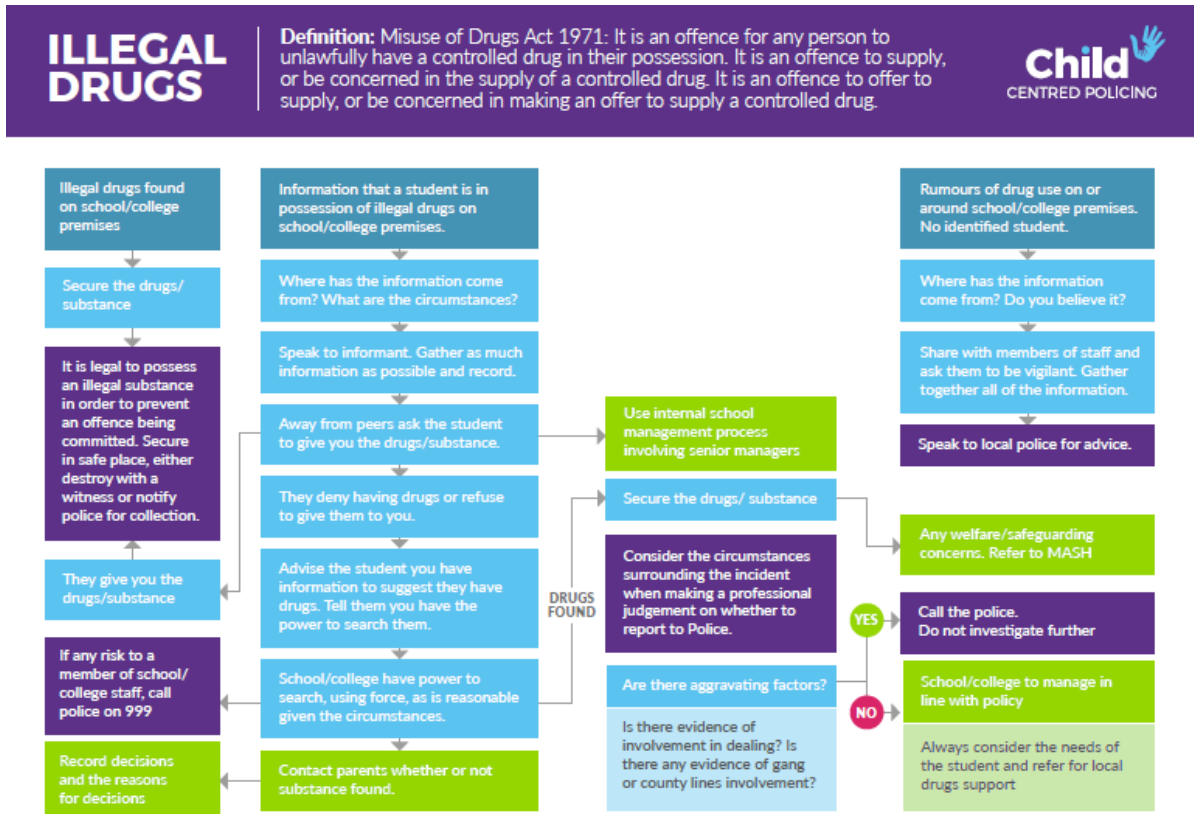
The aim of the school's drug education programme is to:

- 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 and Schools

Taken from 'When to Call the Police – Guidance for schools and colleges'



<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

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**Appendix 3****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](http://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 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://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: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://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 7739 5902 Email:

[enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)

Website: [www.ash.org.uk](http://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:

01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk)

Website: [www.childrenslegalcentre.com](http://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. Email: [info@crae.org.uk](mailto:info@crae.org.uk)

Website: [www.crae.org.uk](http://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 7307 7450

Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

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**Drug Education Forum** - this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: [www.drugeducationforum.com](http://www.drugeducationforum.com)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk)

Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**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: 0800 776600 Email:

[frank@talktofrank.com](mailto:frank@talktofrank.com)

Website: [www.talktofrank.com](http://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. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org)

Website: [www.mentoruk.org.uk](http://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](http://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: 0800 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 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org)

Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169

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: <http://www.starsnationalinitiative.org.uk/>

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**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.

Website: <https://www.gov.uk/youth-offending-team>