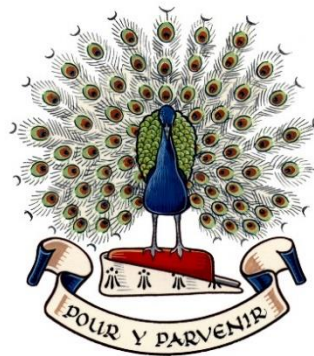


LADY MANNERS SCHOOL

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 and carers, 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 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

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For the purpose of this policy, by 'drugs' we are referring to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
 - All legal drugs, including alcohol, tobacco, vapes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
 - All over-the-counter and prescription medicine
 - Drugs paraphernalia- items such as canisters, cannabis grinders, rolling papers, filters, matches, lighters and pipes
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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 Personal and Physical 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**.

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 inclusion faculty or through referral to other services.

1. Prescription and Non-Prescription drugs

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Please refer to our Administration of Medicines Procedure.

2. Alcohol

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises for the safety of the whole school. Parents and carers will be asked to collect their children from the school and will be encouraged to seek immediate medical support.

3. Smoking/Vaping

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials including vapes, e-cigarettes, cigarettes, matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents and carers informed. Smoking on or within 200m of the school premises will result in serious sanctions. This also applies to 'vaping' and the use of electronic cigarettes.

4. Illegal drugs and 'psychoactive substances'

No illegal drugs, new psychoactive substances or drugs paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this Drugs Policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this Drugs Policy.

5. Solvents

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this Drugs Policy.

RESPONDING TO DRUG RELATED INCIDENTS

The school's first priority is the health and safety of the school community as a whole and the prevention of drug abuse within the population.

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
 - Possession of illegal or unauthorised drugs by an individual on school premises
 - Use of drugs by an individual on school premises
 - Supply of drugs on school premises
 - Individuals disclosing information about their drug use
 - Student reports of parents, carers, staff or other students using drugs
 - Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
 - Glamorising or encouraging the use of drugs and other substances
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When responding to situations involving drugs the following principles apply:

- all drug related incidents should be dealt with immediately, 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
- parents and carers 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 appropriate support arranged
- responses may include both disciplinary sanctions and support
- depending on the seriousness of the involvement in a drug related incident students may be suspended for a fixed term from school in the first instance whilst an investigation takes place
- a permanent exclusion will be considered if it is in the best interest of the school community.

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 provided, 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.

Inclusion faculty 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 student where there is suspicion of or an actual incident of drug use or supply. The school will adhere to the latest DfE guidelines: In line [with Searching, Screening and Confiscation Advice for schools 2022](#)

A personal search refers to the student's outer clothing, pockets and bag. Students believed to be in possession of alcohol, illegal drugs, vapes and cigarettes referred to in legislation as 'prohibited items' can be requested to turn out their pockets and bag. 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.

Arresting a student 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 students to learn and achieve. The potential impact on the whole school of an onsite arrest can affect hundreds of students, raise the anxieties of parents/carers and members of the wider community the school serves, therefore whenever possible arrests of students on school premises will be avoided.

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. Designated Safeguarding Lead 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 safeguarding lead will be consulted and local safeguarding procedures will be followed. Parents and Carers will be informed of the drugs education programme and the availability of this Policy.

Appendix 1

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 7553 7640

Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Change uk 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 3907 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 7404 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: 01206 714650 (general queries only)

Email: info@coramclc.org.uk Website: www.childrenslegalcentre.com

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 7769 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 (lines are open 24 hours a day)

Drug wise 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.

Website: <https://www.drugwise.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: 0300 123 6600

Email: frank@talktofrank.com Website: www.talktofrank.com

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. Text: 07496 959930 Information line: 01785 810762

Email: info@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044

Website: <http://www.nhs.uk/smokefree>

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/>

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>