

Alcohol and Substance Abuse Policy

(Revised August 2016)

This policy reflects local and national aims and priorities expressed within the Government 3 year drug strategy "Drugs: Protecting Families and Communities 2008 - 2011" (2008), the Every Child Matters agenda and the Government strategy on Alcohol, "Safe, Sensible and Social" (2007) and The Healthy School programme. It also incorporates the key messages contained in Drugs: Guidance for schools (DfES/0092/2004).

This policy sets out the school's approach to drug education and how the school will respond to drug related incidents within the responsibilities of the school.

To whom does the policy apply?

This policy applies to all of the following people when they are on the school premises:

- pupils
- staff
- trustees
- parents/carers
- Visitors.

Breaches of this policy by any of those mentioned will be dealt with by the SMT/College of teachers/Trustees.

This policy also applies to pupils and staff when off-site when staff act in loco parentis, this includes all educational visits.

Although the school is not responsible for pupils travelling to and from school we will work with parents and / or other agencies should any problems be identified.

The school is responsible for pupils during break and lunchtimes and this policy applies during these times. It also affects the use of school premises after normal school hours. Organisers of any after school events should be made aware of the policy and their responsibility to implement it.

Definition of a drug

For the purpose of this policy the following definition of a drug will apply:

"a substance people take to change the way they feel, think or behave."

This broad definition allows for the inclusion of all medication, legal/illegal drugs (including alcohol and tobacco), volatile substances (see also the school's Health and Safety Policy and COSHH Policy) and all over the counter and prescription medicines.

Overall Aims of the Policy

- To provide a framework for effective drug education;
- To provide systems for dealing with drug related incidents within the school environment;
- To ensure that the school's drug education programme reflects the aims and values of the school and it's Governing Body.

Roles and responsibilities

Trustees

As part of their general responsibilities for the management of the school, the trustees have agreed this policy. They will continue their involvement through regular evaluation of it.

College of Teachers and School Manager

These take overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the Governing Body, parents/carers, LEA and appropriate outside agencies in the

event of a drug-related incident. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from relevant agencies such as ESWs, Child Protection Officers, and police.

Parents and Carers

Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The college of teachers will consider if there are any special circumstances, which may temper this right. The child protection service may be contacted in the first instance and advice sought (see school's Safeguarding Children policy/procedures).

All Staff

Drug, alcohol and tobacco prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a drug-related incident. This includes lunchtime supervisors and the site manager and cleaning staff. The cleaner and lunch time assistants regularly checks the school premises – any substances or drug paraphernalia found will be recorded and reported the local council and police

Children vulnerable to substance misuse

Staff are able to gain additional support and guidance from the safeguarding team on appropriate resources and educational approaches.

SECTION 2 - DEALING WITH DRUG-RELATED INCIDENTS

This section provides a framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances.

- Parents/carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the child is deemed 'at risk' and the Child Protection Service has been contacted. In this case, it is up to the CPS to decide the course of action.
- Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the pupil's health and welfare, criminal proceedings could ensue.
- Following any incident the member of staff should provide a full written report to the designated safeguarding person for the school, who will then notify both the police and children and families direct.

Unauthorised Substances (alcohol, tobacco, volatile substances and medicines)

No substances are to be brought onto the school premises unless authorised by the school manager or through the agreed protocol for the use of medicines on the school premises. **This includes alcohol, tobacco, volatile substances and medicines.** This applies to anybody using the building regardless of age or whether they are staff or pupils of the school.

Pupils found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents will be contacted by the relevant teacher. Parents' support will be sought in stressing to the pupil how the use of unauthorised substances in school is a serious breach of school rules.
- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the age of the pupil, the circumstances of the incident, whether it is a pupil's first offence and whether it affected other pupils.
- The substance and associated paraphernalia such as matches or lighters found in a pupil's possession in school will be confiscated. They will be placed in a labeled envelope and kept securely until parents are able to collect them.
- If staff are found to be either in possession or under the influence of an Unauthorised substance then full disciplinary procedure will be taken against them. The expectation to this is tobacco for personal use. This however, must NOT be used on or around school premises.

What to do in the event of finding a drug/unauthorized substance or suspected illegal substance

1. Take possession of the drug/substance and inform the School Manager, or if not available a senior member of staff.
2. In the presence of a witness the article should be packed securely and labeled with the date, time and place of discovery.
3. The package should be signed by the person who discovered it and stored in a secure place.
4. Police should be contacted immediately and arrangements should be made to hand the package over to them. Staff should not attempt to analyse or taste any found substance.

In the event of discovering a hypodermic needle

The incident should be recorded and the following procedure should be followed in order to protect all persons:

EXTREME CARE SHOULD BE TAKEN

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Inform the School manager or senior member of staff
5. Contact Environmental Health on **0115 915 2020**

What to do in the event of finding or suspecting a pupil is in possession of a drug

1. Request that the pupil hand over the article(s). Staff can ask pupils to turn out pockets or bags, but can not demand that this happens.
2. Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
3. Pupils should be placed in isolation until the matter has been investigated.
4. Parents should be contacted as quickly as possible.

If a pupil refuses to hand over articles a search may be required – it should be noted that:

- Teachers can search school property, i.e. cupboards and desks without permission;
- Teachers should not search pupils or personal possessions.

Procedures for dealing with a child suspected to be under the influence of a drug or substance.

- Stay calm, place child in a quiet area. Do not leave them unsupervised; seek medical advice from a First Aider.
- If the child is drowsy or unconscious place them in the recovery position, loosen tight clothing and attempt to establish what the child has taken.
- Any suspected substances should travel with child if removed for treatment.
- Vomit should be safely collected where possible and also taken with the child (for analysis).

Procedures for dealing with Parents/carers under the influence of drugs on the school premises.

- Staff should attempt to maintain a calm atmosphere.
- If staff have concern regarding discharging a pupil in to the care of a parent/carer attempts should be made to discuss alternative arrangements with the parent/carer, for example requesting another family member to escort the child home.
- The focus of the staff must be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's behavior.
- Where the behavior of the parent/carer immediately places the child at risk of significant harm or repeated behavior places the child at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke child protection procedures and/or the involvement of the police

The person dealing with the situation must fully record the nature of the incident and the subsequent action taken by the school in writing.

When to contact the police

There is no legal obligation for the school to contact the police when a drug incident or offence has been discovered.

Contacting the police is at the school manager/college of teachers discretion. However, the school has established close liaisons with our local police and any information about illegal sales of drugs including alcohol and tobacco will be reported to them. In the event of a drug-related incident in the school, the school would cooperate with the police should they wish to search premises.

In the event of a serious incident the police may request to interview pupil(s). Parent(s)/carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

Dealing with the Media

If there has been a drug-related incident, the SWSF will be informed. Advice will be given by the SWSF on dealing with enquiries from the media in order to protect the interests of the child and the school.

Discipline

In normal circumstances parents will be contacted. If the DSP assesses that the situation is a child protection issue then CPS will be contacted in the first instance.

This school does not condone drug misuse. However, in deciding an appropriate sanction must consider the interests of the child balanced against the best interests of the whole school community. Whilst exclusion is a possible sanction (fixed or permanent) it would only be considered as a last resort. A range of responses may also be considered that may include:

- a pastoral support programme;
- referral to an appropriate agency;
- behaviour support plans;
- a managed move;
- fixed term exclusion;
- permanent exclusion.

Consideration should be given to:

- the age of the pupil;
- whether one pupil or a group of pupils is involved;
- whether there is evidence of particular peer pressure;
- whether it is the pupil's first offence.(see pp67-68 DfES/0092/2004 for further considerations)

Issue date

This policy takes effect from January 2012

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor
Position: Iona School Trustee
Signed: 
Date: 07/08/2018

Related policies

- Code of conduct staff
- code of conduct staff
- Staff contract
- School Rules