



# The Holt School Drugs Policy

## January 2017

Version	DATE	DESCRIPTION
1	February 2013	Policy review
2	January 2017	Policy review

Reviewed	January 2017
Responsibility	Ms A Kennedy
Committee	Standards & Curriculum
Review Date	January 2021

## **Rationale**

School can play a crucial role in educating students about drugs, to help reduce harm from drugs and help students make informed and healthy decisions about drugs.

This policy sets out how staff should manage incidents with confidence, consistency and in the best interests of all those involved.

The underlying principle is that the possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable. In addition the sharing of prescribed drugs that are not intended for the student taking them.

### **Definition of drugs**

The definition of a drug adopted in the DfES document *Drugs: Guidance for schools* and by the Blueprint Programme is:

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

This includes:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrites
- all over-the-counter and prescription medicines

## **The Boundaries of the Policy**

The possession, use or supply of any unauthorised drug is prohibited and will be regarded as a serious breach of The Holt School behaviour for learning levels and the Staff Code of Conduct.

This policy applies to:

- All legal and illegal drugs and medicines.
- All students, staff and visitors to The Holt School.
- All Holt School premises
- Students' journeys between school and home.
- All educational visits, residential courses and extra-curricular activities.
- Times when students are off school premises during the school day.
- Outside the school gates

Exceptions:

- The use of any medicines by students with parental authorisation.
- The appropriate use of medicines by staff/visitors.
- Consumption of alcohol by staff, visitors or others that use The Holt School during occasions when there are no students on site, or where a licence has been applied for and issued by the appropriate authority.

Under no circumstances would it be acceptable for staff or visitors to use alcohol, tobacco or illegal drugs in the presence of students within school hours.

## **Drug Education**

Drug education is one component of drug prevention. It aims to provide opportunities for students to develop their knowledge, understanding, skills and attitudes about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and other's actions. (Drugs: Guidance for school (DFES/DCSF 2004)

Drugs education in school is delivered through the statutory elements of science in the national curriculum and the non statutory Personal, Social and Health Education (PSHE) curriculum. Through science, students are taught about the harmful effects of drugs and this includes the role of drugs as medicines and the associated benefits and negative consequences of drug use and abuse, including harmful effects on health and the body. The PSHE curriculum goes further and provides the context and opportunity to increase knowledge and understanding about drugs as well as explore attitudes and develop skills for making, healthy, informed choices in a safe and supportive environment. There is progression from year 7 through to year 13 in educating students to make informed decisions and to keep themselves safe and healthy, including

- Assessing, avoiding and managing risk
- Communicating effectively
- Resisting pressures
- Finding information, help and advice
- Devising problem solving and coping strategies
- Developing self awareness and self esteem.

At Key Stage 3 students learn more about the effects and risks of drugs and the laws relating to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice. At Key Stage 4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.

Drug education is delivered through the PSHE curriculum in timetabled lesson. In addition, external contributors can make a valuable input to drugs education too and are used when opportunities arise.

Students are consulted about the delivery of the PSHE course through student council, the year group self evaluation programmes and PSHE end of course evaluations. Appropriate changes are made to the drug education programme as a result of this consultation.

## **Statements on Specific Issues**

Advice, information and referral (individually and in the classroom).

Honest and unbiased information should be given by staff. Staff should be aware that individual advice about a student's personal use of substances is not appropriate but that the provision of information about other sources of information/support agencies/help-lines is. Students should be referred to Student Support for advice and guidance.

## **Disclosures**

Staff should be reminded to follow the school's policy on dealing with disclosures. (see DfE and ACPO drugs advice for schools Sept 2012  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf))

It is not recommended that the safer use of illegal substances be dealt with as part of a schools general teaching programme. However, this may be a strategy used by some outside agencies, to which young people already experimenting may be referred.

## **Parental awareness**

A drugs information evening will be held for parents at least once every two years, where parents will be informed of what issues are covered in drug education and they will be provided with appropriate information on drugs and sources of help and support. This also helps to ensure that appropriate discussions take place at home, which reinforce what happens in the classroom. A letter will be sent to all parents to remind them of the information evening and also to publicise that all the materials from the evening will be posted on the website.

## **Management of Drug Related Incidents**

The possession, use or supply of illegal and other unauthorised drugs within school boundaries is clearly unacceptable and in dealing with drug related incidents the schools primary concern will be with the health and safety of those involved and of the school community as a whole.

Drugs related incidents can generally be placed into one of three categories

- Rumours of use or dealing on or off the premises
- Actual use or dealing on or off the premises, including a first aid response
- Disclosures of own or others use from a student or parent and requests for help and support

Consequences will be as specified in the behaviour for learning levels and will often be a combination of punitive and pastoral interventions. The range of possible drug related scenarios given in Appendix 1 and procedures to deal with smoking are given in Appendix 3.

Appendix 2 gives a flow diagram of how school will respond initially.

- Dealing with drugs or drug paraphernalia including storage, disposal and safety

Needles or syringes found on school premises should be placed in a sturdy, secure container (for example, a tin with lid), using gloves. Soft drink cans or plastic bottles should not be used. Used needles and syringes should not be disposed of in domestic waste..

- Searching students and student's property

Every effort should be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. If staff have reasonable grounds for suspecting possession, then they may search student's property without the consent of the student, this includes the searching of outer clothing and inside pockets. Staff may search for substances that they reasonably believe are illegal but which may, after testing, be found to be legal

Searches should be conducted in such a way as to minimise potential embarrassment or distress. The member of staff carrying out the search must:

- have the authority of the Head teacher
- be the same sex as the student
- not ask the student 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. 'Outer clothing' includes hats, shoes, gloves and scarves.
- Search in the presence of another member of staff

Searches of school property

Staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there.

Prior consent should always be sought. Individuals should be made aware that if consent is refused the school may proceed with a search. However, where consent is refused, the school will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

- Dealing with medical emergencies involving drugs

In every case of an incident involving drugs, schools should place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If schools are in doubt, they should seek medical assistance immediately. See Appendix 2

- Establishing the nature of incidents

Staff will conduct a careful investigation to judge the nature and seriousness of each incident. The emphasis should be on listening to what people have to say and asking open-ended, rather than closed or leading questions. Staff should consider

separating any students involved in the incident and ensuring that a second adult witness is present. Incidents will be dealt with by a member of the SLT alongside appropriate pastoral staff. Students who are charged or under suspicion for being involved in a drug related incident will write statements, sign them and will then be interviewed. Similarly witnesses will also write and sign statements and then interviewed. The SLT member leading on the drug investigation should inform, consult and involve others as necessary. Careful attention should be given to respecting the confidentiality of those involved.

A range of factors may be relevant and need exploring to determine the seriousness of the incident, the needs of those involved and the most appropriate response. For example:

- what does the student have to say?
- is this a one-off incident or longer-term situation?
- is the drug legal or illegal?
- what quantity of the drug was involved?
- what was the student's motivation?
- is the student knowledgeable and careful or reckless as to their own or others' safety and how was the drug being used?
- what are the student's home circumstances?
- does the student know and understand the school policy and school rules?
- where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?
- if supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

If during the course of its investigation the school decides that the police should be involved they are advised to cease detailed questioning and leave this to the latter.

- Consequences

Any consequence should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation, consequences may need to take a holistic approach rather than focus solely on drugs.

The consequences which apply will be in line with the behaviour for learning levels (see Behaviour for Learning policy)

The focus for staff will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's/carer's behaviour. Where the behaviour of a parent/carer under the influence of drugs repeatedly places a student at risk or the parent/carer becomes abusive or violent, staff should consider whether to invoke the child protection procedures and/or the involvement of the police.

If appropriate and the student and parent/guardian give consent, the student may be referred to an outside agency who can offer some therapy and support over issues that triggered the drug related incident.

- **Involvement of Parents/Carers**

Parents of students directly involved will be notified of incident and kept informed of consequences, if any, for their son/daughter. Where there are concerns about drug taking by a student, school will seek to work in partnership with their parents/carers in order to safeguard and promote their welfare.

School will always share information with parents/carers about allegations of or concerns about drug misuse by their son/daughter. School will also notify parents of any drug related incident involving their son/daughter. School will seek to involve parent/carers at an early stage in the management of any incident and keep them informed of progress thereafter.

Parents/carers will be invited to any meetings to discuss the issue of drug taking unless their presence would not be in the students' best interests or would compromise police enquiries.

If school wishes to share information with other agencies, then parental/carer permission will always be sought for this except if there is a concern of a child protection nature or the referral is to the police about a possible crime.

## **Authorised drugs**

Authorised drugs are stored in student support and administering them is supervised by a member of the student support team. Parents must give signed consent for this to happen. Students can carry personal medication around with them, if appropriate but staff are not allowed to administer any sort of drug to a student without parental consent. See Medical Conditions Policy

## **Confidentiality**

Information is shared on a need to know basis and student and parental consent is obtained in the majority of cases, apart from if the safety of the student is at risk. See the Pastoral Information and Recording policy.

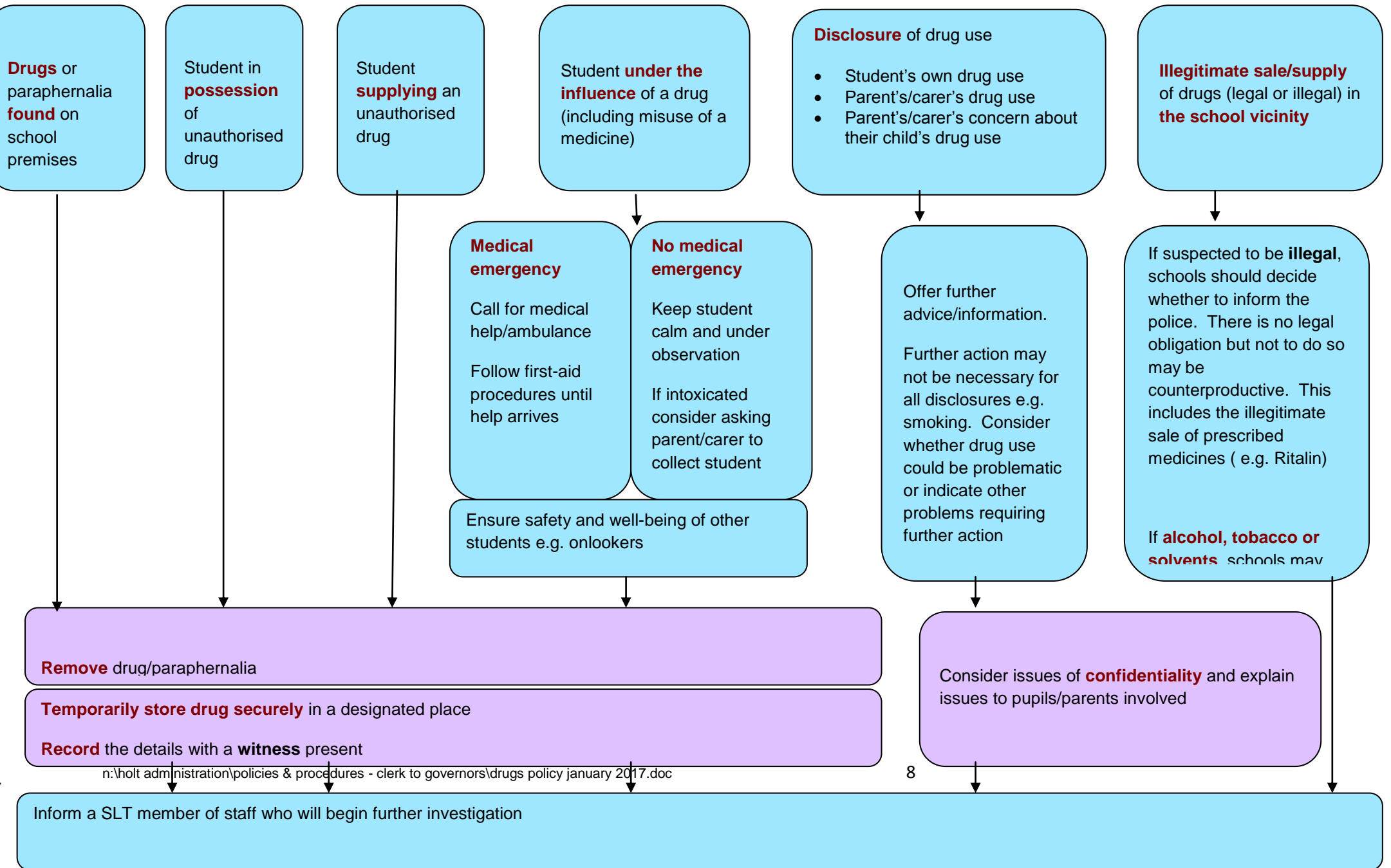
## Appendix One

### **Secondary Drug Incident Scenarios**

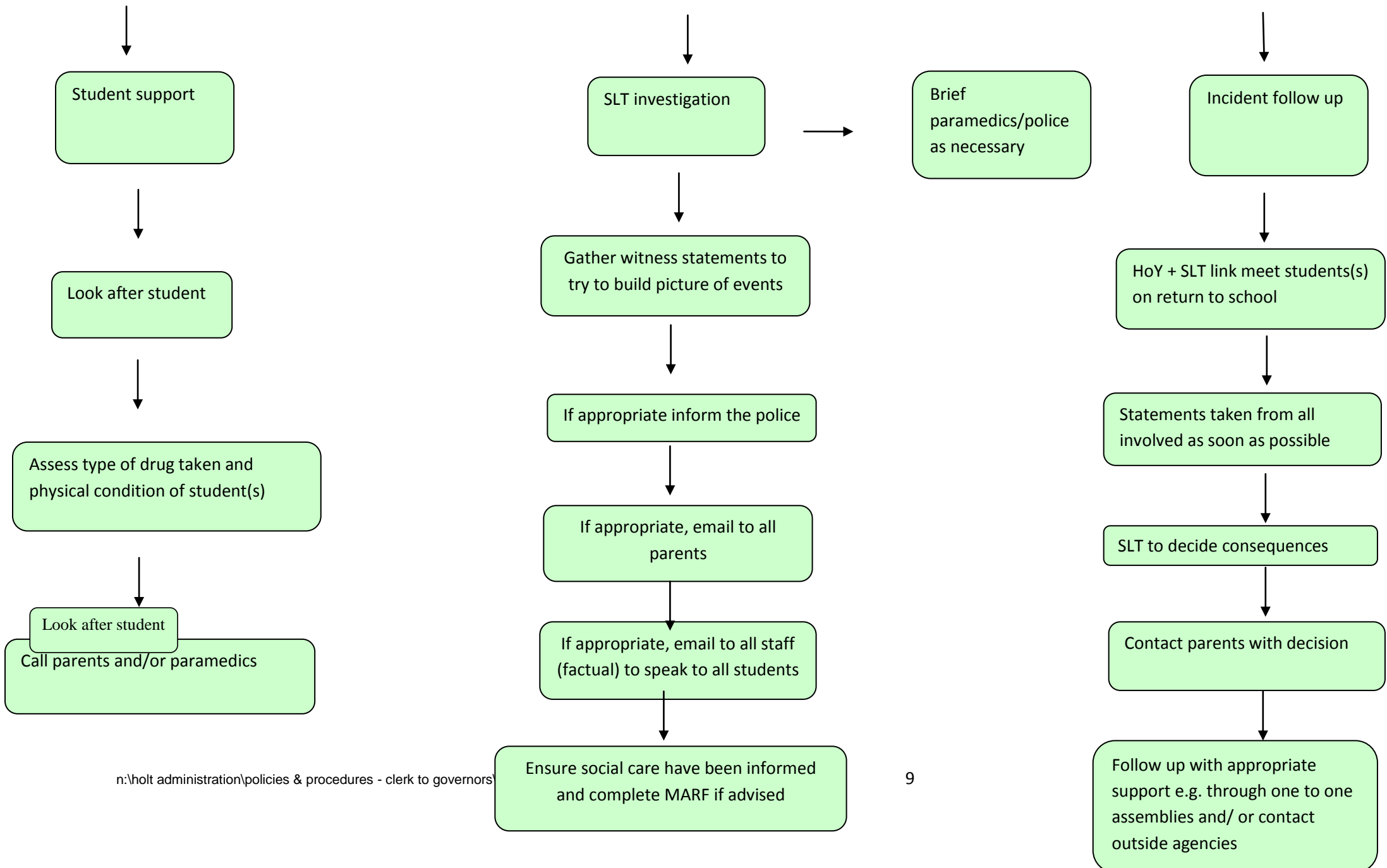
- Students found using cigarettes or alcohol
- Students found with what looks like an illegal drug on the school premises.
- A student is found unwell on school premises with the suspicion of using drugs (which could include medicines)
- Rumours of a young person selling drugs outside school.
- Rumours of a young person bringing in drugs for other people.
- Staff suspected of teaching under the influence of drugs.
- Students going off site to probably use drugs
- Drugs found on school premises
- Students seen using drugs off the school premises
- A student discloses own involvement with drugs.
- A student discloses a parent, relative or friend is using drugs.
- A parent seeks advice from the school about possible drug use by a student
- A parent is suspected of being under the influence of drugs when on school premises
- The school becomes aware of the availability of the sale of drugs in the school vicinity.



## Appendix 2 Responding to incidents involving drugs



## *Further investigation and follow up*



## Appendix three

### Smoking

#### 1. Expectations

Cigarettes, e-cigarettes, matches and lighters and tobacco products of any description should not be brought to school.

Smoking and vaping are not allowed in school or on the way to or from school, whilst in school uniform.

We expect all students to gain a full understanding of the dangers of smoking, both to themselves and to others.

#### 2. Consequences

Any student caught smoking, or in the company of students who are smoking or vaping, will be treated similarly. The Head of Year will interview any student who is caught smoking or vaping in school. Students should be aware that the school views smoking and vaping as a very serious breach of conduct and it will always be treated accordingly.

- A letter will go home to parents from the Head of Year and three lunchtime detentions will be given. Persistent offenders will be given the opportunity to see a school nurse/health worker who will give advice on ways to help stop smoking.
- Cigarettes, vapes. Lighters, matches are confiscated and not returned. Students will follow a programme during their detentions concerning the dangers of smoking.

Persistent offenders and their parents will be invited in to discuss the situation with a member of the Senior Leadership Team and may risk exclusion