

CRESSEY COLLEGE

SUBSTANCE MISUSE POLICY

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Amendment Record

This Substance Misuse policy is reviewed to ensure its continuing relevance to the direction and processes that it describes. A record of additions, admissions and amendments is given below:

Version	Amendments	Date
1	Annual update to Policy. Minor amendments to formatting and wording. Approved at Management meeting dated 15 Mar 16. Authorised by JH, approved by Headteacher - AB.	15 Mar 16
2	Annual update to Policy. Approved at Management meeting dated 30 Aug 17. Authorised by JH, approved by Head Teacher – AC.	01 Sept 17

Rationale

1. It is the aim of Cressey College to help all students to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and students need to understand the nature of drugs, their social and legal status, their uses and effects. This policy refers to the DfE advice document '*DfE & ACPO drug advice for schools*' (September 2012) and The Government *Drug Strategy* (2010) and should be read in conjunction with the school's other policies (*Behaviour Management; Searching Policy; Safeguarding*).

2. Schools have a statutory duty to promote students' wellbeing and hence have a clear role in preventing substance misuse as part of their pastoral care.

Aims:

3. The aims of this policy are:

- a. To support the school's endeavour to maintain the safety and well-being of all students, staff and visitors.
- b. To clarify legal responsibilities, entitlements and obligations.
- c. To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency.
- d. To develop a whole school approach to drug education in the context of the school curriculum.

Key roles and responsibilities

4. The Headteacher has overall responsibility for overseeing any drug related issues, but this should be managed normally through Senior Teachers, to Head of Department/Deputy Head Teacher and finally to the Headteacher. Senior Teachers are responsible for drug related issues within their school site. It is the responsibility of all staff to report concerns regarding any drug related issues.

Inclusive definition of drugs

5. Cressey College defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

Drug Education

6. **Context.** We will provide all students with drug education as an integral part of our Personal, Social and Health Education (PSHE) and Citizenship programme, relevant to their Key Stage and cognitive understanding.

7. **Ethos.** Drug education in our school aims to enable students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our students.

8. **Content and delivery.** Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of students. It

is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.

9. **Use of visitors and outside speakers.** We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. The school's teaching staff are always present when visitors are working with our students. Visitors must always be asked to provide ID and a copy of their DBS.

Managing drug related incidents: routine arrangements

10. **Medicines.** The school has a procedure for the administration of medicines that must be followed for everyone's safety. Where administration of medication is required written permission must be obtained by parents/carers and only administered by nominated staff. A system for recording this must be in place. Further details can be found within the *Medicines and Administering Medicines Policy* on the Cressey College IT system.

11. Staff who need to bring/administer their own medication during the school day must inform senior staff and ensure that any medication, including paracetamol/aspirin etc are kept locked away in the school office at all times. Staff must not administer medication of any sort, including paracetamol/aspirin to students without prior written consent, as well as gaining verbal consent each time.

12. **Alcohol.** No one is allowed to bring alcohol in to the school. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

13. **Tobacco.** The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Students are not permitted to bring into school smoking materials, including matches and lighters. Students who have smoking materials with them when they arrive at school must hand them in at the door. In the interests of health and safety, should a student be found in possession of any of these on school premises during the day, they will be confiscated.

14. **Solvents.** The school will ensure that potentially hazardous substances 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 solvent based products.

15. **Illegal drugs.** No illegal drugs are permitted to be brought on to, or used on school premises.

Incidents

16. A drug related incident may include any of the following:

- a. A student who is suspected of being under the influence of a drug.
- b. Finding drugs, or related paraphernalia on school premises.
- c. Possession of drugs by an individual on school premises.
- d. Use of drugs by an individual on school premises.
- e. Supply of drugs on school premises.
- f. Individuals disclosing information about their drug use.
- g. Rumours of drug possession, supply or drug use.
- h. Reports of drug possession, supply or drug use.

Guiding principles

17. Senior Teachers are responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
18. Incidents will be dealt with after making an assessment of the situation and be reported to the Head Teacher/Deputy Head Teacher.
19. Appropriate support will be offered to those with substance misuse problems.
20. Evidence of drug use or possession, may result in a sanction and may be reported to the police or appropriate authorities.
21. The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

Procedures

22. **Medical emergencies.** If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm. Medical help will be sought (by dialling 999) and first aid given if required. The priority will be the person's safety.
23. **Individuals in possession of drugs.** If any student on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal, the school will contact the police. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of students will be informed and other professionals may be involved.
24. **Individuals under the influence of drugs.** If any student is strongly suspected of being under the influence of drugs, their parents/carers will be contacted and they will be asked to collect their child from school. Where a student regularly arrives at school under the influence of drugs, a referral may be made to the LAs MASH team. The school will liaise closely with families to support them with managing their child's misuse of substances.
25. **Support for students.** Following actions to preserve immediate safety, the health and emotional needs of students will be considered. Support is available through the student's tutor to ensure a caring response to students in distress. Interventions will be considered if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral.
26. **Recording.** All incidents will be recorded within 24 hours. Forms will be stored securely in the student's file and in student files in the School office.

Controlled drugs

27. In taking temporary possession and disposing of suspected controlled drugs, schools are advised to:
 - a. Ensure that a second adult witness is present throughout.
 - b. Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.

- c. Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
- d. Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken, but it is advisable to do so.
- e. Record full details of the incident, including the police incident reference number.

Legal drugs

28. The police will not normally need to be involved in incidents involving legal drugs, but we may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

29. Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. Students are not permitted to be in possession of or under the influence of, any legal drug whilst at school.

30. If there is uncertainty about what the substance is, it should be treated as a controlled drug.

Confidentiality

31. Complete secrecy can never be promised to a student, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a student discloses that they are using a drug without medical authorisation, action will be taken to ensure that the student comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the student in advance of any disclosure of information to others and if possible enable the student to be involved in the process. Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

Staff training and support

32. We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Headteacher and School Office will organise training related to the identified needs of staff as required.

Links to other policies

33. See also the school's Behaviour Management policy, Safeguarding policy, Anti-Bullying policy, PSHE policy, Health & Safety policy, Searching policy.

Additional advice and guidance

FRANK for drugs: www.talktofrank.com

NHS Smoking Services for tobacco: www.nhs.uk/smokefree/help

Drinkline for alcohol: 0800 7 314 314 (Freephone)

DfE and ACPO drug advice for schools: Advice for local authorities, headteachers, school staff and governing bodies

