



Drugs, Alcohol and Substance Abuse Policy

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Approved by:

Behaviour & Attitudes Committee

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1.0 Introduction

At Titus Salt School the entire staff team and governing body are committed to the health and safety of all members of the school community. This commitment informs and motivates the school's policy on drugs within school, recognising the potential for harm when legal substances are misused.

Drug Misuse is defined as the non-medical use of drugs that are intended only for use in medical treatment and the use of drugs that have no accepted medical purpose. Such drugs are controlled under the Misuse of Drugs Act.

This policy defines drugs as substances that are either **legal** (medicines, alcohol, tobacco-based products and so-called legal highs) or **illegal**, as defined by the [Misuse of Drugs Act](#) (Class A, B or C), new psycho active substances and other unauthorised substances, the use of which may have harmful physical and/or psychological effects on those taking them, placing at risk their own safety and that of other members of the school community.

All members of the school community should be aware that the use, misuse (*in terms of alcohol, tobacco-based products, solvents or medication*), or the supply of any drugs on school premises (including the school grounds) is unacceptable. Disciplinary action will be taken, up to and including permanent exclusion, against any member of the school community found breaking this rule.

2.0 Drug Education

The policy on drugs is supported by the excellent work delivered in school by staff involved in on-going drug education. At Titus Salt School, drug education is seen as an integral part of the Personal Development programme, supported by appropriate input from the Science curriculum. Education about drugs and attitudes towards their use and misuse needs to be progressive and informed; they must respond to the needs of the school community as a whole.

The objectives of the Personal Development programme are intended to:

- provide pupils with accurate information about drugs and to make them aware of the effects, risks and legal status of various substances
- encourage responsible behaviour by pupils in relation to the use of legal drugs that can be harmful, and thereby affect health and the social fabric of society
- ensure that pupils are aware of the physical, psychological and social effect of substance use and misuse
- promote coping strategies and responsible, reasoned responses to drug-related situations
- enable pupils to make healthy informed choices by increasing knowledge, challenging their attitudes and developing and practising relevant skills
- enable those faced with substance misuse situations to identify sources of support



3.0 The role of the Headteacher and Governors

3.1 Responsibility

The Headteacher has overall responsibility for the policy and its implementation, for liaising with the Governing Body, parents/carers and Bradford's Children and Families Trust. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and where necessary, trained to deal with incidents that involve substances.

The school will liaise closely with the Safer Schools Partnership (SSP) Officer and local police to ensure an across the board understanding of our policy on drugs and of our ethos in dealing with situations should they arise.

Governors will review this policy annually to reflect amended legal requirements and social trends in drug use/misuse. Through its Behaviour and Attitudes Committee, governors will be kept informed of incidences and action taken in respect of drug use/misuse within the school community.

3.2 Media interest

In cases of substance use/misuse that may involve the media, the Headteacher will take responsibility for liaison. The issue of substance misuse is an emotive one and at times, can generate interest from the local or national media. The school may take appropriate advice and guidance from Bradford's Children and Families Trust Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the pupils, their families and the school. Bradford's Children and Families Trust should be informed as soon as possible where a case of this nature may reach the media.

3.3 Records

The school will keep a record of all incidents and of any action taken on its School Information Management System (SIMS). Parents/carers will be informed of the disciplinary process, action taken and rights of appeal.

4.0 The role of all staff

The school community recognises that:

- Some young people have a great deal of knowledge about drugs
- Drug education should not concentrate solely on factual information about drug(s) misuse
- The shock/horror approach to drug education is the worst possible approach
- A harm reduction approach is most likely to succeed in educating young people to recognise that the use or misuse of any drug (legal or not) can be dangerous and or harmful to themselves, their family and the community

4.1 Incidents of substance use/misuse within the school community

The school will consider and deal with each incident individually and recognises that a variety of responses may be needed. The response will depend on the drug that is possessed, used or supplied. The school must seek to balance the interest of the



pupil(s) involved and the wider members of the school community. However, permanent exclusion or a managed move through the local Behaviour and Attendance Collaborative (BAC) will be implemented if the drug that is possessed, used or supplied on school premises (including school grounds) is of Class A, B or C (see Appendix 1).

Every confirmed incident of possession, misuse or supply of any drug (*excluding those that are prescribed or form part of normal treatment*) will be reported to parents/carers, by the Deputy Headteacher, Pastoral team or the Headteacher. This includes the use of tobacco, solvents or alcohol. The school and parents/carers can then work together to support the pupil concerned.

There is no legal obligation on any member of the school staff to inform the police of any incident involving drugs. However, in line with the school ethos of partnership work, every incident that involves the possession, use/misuse or supply of any drug will be reported to the police, via the Deputy Headteacher Pastoral.

4.2 What to do if a pupil is suspected of being under the influence of drugs

The school will respond if there is the slightest suspicion that any pupil is under the influence of drugs (*including alcohol, solvents or so-called legal highs*). Staff should seek prompt medical advice by asking for a First Aider. The Headteacher or a Deputy Headteacher must be informed so that a plan of action can be considered. The Headteacher/Deputy Headteacher (in consultation with the relevant staff/Year Team/Behaviour Support Leader/Form Tutor) will decide if, when and how parents/carers are to be informed. Incidents of this nature may involve referrals to Children's Social Care, the Child Protection Unit and the school's Safer Schools Partnership (SSP) Officer.

With regard to pupil safety, a vigorous attempt must be made to ascertain what has been taken, when and how much. This will be vital if a hospital referral is required. If it is suspected that the pupil has more of the substance in their possession, then steps must be taken to recover it in order to prevent a repetition of the incident. (See Section 4.6 for staff powers).

4.3 What to do if staff become aware of the availability of drugs in the school vicinity

If information is received that drugs are being sold or supplied on, or near to school premises/grounds, this is a matter for police investigation. The Headteacher (or nominated representative) must inform the police so that an investigation can take place.

4.4 What to do if a pupil discloses that parents/carers/relatives/friends are using or selling drugs

This may bring into focus childcare issues and the overall wellbeing of the pupil and may warrant investigation by Social Services or the police. The Deputy Headteacher Pastoral or DSL would report such disclosures to children's social care and inform the headteacher. Following an investigation, Social Services will decide on any action to be taken. The police would only become formally involved in the event of Child Protection procedures being invoked or if high level or repetitive dealing is suspected. Consideration must be given to the right of confidentiality of the person disclosing any information. There is a mandatory duty upon the Headteacher to act



if the selling of drugs is taking place in the school.

4.5 Confidentiality

Confidentiality should be defined in each circumstance and ground rules of what can be expected should always be set with the person involved.

It is not possible to offer complete confidentiality in some circumstances. (See paragraph 4.4, school's child protection procedure).

Confidentiality cannot be offered if the health and wellbeing of a young person and/or others is likely to be adversely affected.

4.6 Guidance for staff

Seizing items

The law controls the searching of people suspected of unlawful possession of controlled drugs. All school staff should be very clear as to what powers they have.

The powers are:

- The right to search lockers, desks and any other areas of property owned by the school. This includes lockers rented by pupils, books and files etc., which are issued by the school.
- The right to request permission from the owner to search personal belongings, such as bags, cases etc.
- The right to request any person to empty pockets, bags, cases etc.
- Where pupils are suspected of concealing **illegal** drugs on their person, every effort should first be made to secure the voluntary production of these substances, e.g. by asking them to turn out their pockets and bags, in the presence of another adult. If the pupil refuses, the police could be called and advice sought about the situation. This may involve the safer schools officer being asked to support. Parents/carers and the pupil should be made aware ahead of this step being taken.

Legal Note

If a suspicious substance is seized from an individual or from a place within the school or school grounds, the person seizing the substance has a legal defence to the possession of it. The defence is that knowing or suspecting it to be a controlled drug, it was taken for the purpose of preventing another from committing or continuing to commit an offence or to prevent harm to themselves or others; and that as soon as possible after taking possession of the substance the taker/finder took all such steps as were reasonably open to him/her to deliver the substance to a person lawfully entitled to take custody of it, i.e. the police.

Finding of items

Where staff discover substances which are suspected to be harmful, illegal or deserving of further investigation, they should note the following.

Substances can be removed from:



A place

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance while you enlist the support of a colleague as a witness - ask for assistance via a second party. Stay with the substance and then remove the item in front of a witness. If a witness cannot be secured the item should be removed (see below).

A person

When recovering or retrieving substances from a pupil, do so if possible, in the presence of a witness(es). If a witness is not immediately available and one cannot be found, do not be put off taking or receiving substances (see below).

The following should be observed at all times

- *Remove/take the substance and record the time, place and circumstances etc.*
- *Do not investigate the nature of the substance but do record its approximate size and appearance. A photo, digital or otherwise may help.*
- *Have your recording countersigned by a witness*
- *Take the substance immediately to the Deputy Headteacher Pastoral or, if not available, the Headteacher*
- *Report the matter to the Police*
- *Whenever possible, the suspected substance must be taken to a secure place, e.g. the school safe. The suspected substance must be placed in a sealed envelope or container and the details/time/quantity recorded on the outside. The envelope should then be placed in the school safe and later handed to the police, against receipt.*

Safety note

Staff should not handle any items such as needles and syringes, unless they are wearing the appropriate safety equipment and have received appropriate training in handling such items. The school will provide this equipment and all members of school staff will know where it is located and who is trained to handle it correctly. The school must also provide and have available an appropriate sharps container that can be collected by an outside agency.

5.0 Further reading

1. <https://www.gov.uk/government/publications/drugs-advice-for-schools>
2. <https://www.gov.uk/penalties-drug-possession-dealing>

- 6.0** This Policy will be reviewed annually or more often if events indicate that this is appropriate.



Appendix 1

Class A drugs

Heroin, methadone, LSD, cocaine, crack cocaine, ecstasy (MDMA), magic mushrooms, methamphetamine (crystal meth)

Class B drugs

Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g. mephedrone, methoxetamine)

Class C drugs

Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, piperazines (BZP)

Temporary class drugs *(The government can ban new drugs for one year under a 'temporary banning order' while they decide how the drugs should be classified.)*

NBOMe and Benzofuran compounds

Solvents

Depends on form – liquid or gas. Illegal to sell to under 18's. (Including electronic cigarettes)

DfE & ACPO drug advice for schools, published 10 September 2012



Appendix 2

Sanctions and next steps for pupils with electronic cigarettes (vapes)

Pupil believed to be under the influence of a substance contained in a vape – sent home as per point 4.2 above

Pupil found to be in possession of a vape or vape liquid – sent to TASC for the remainder of the day plus one full day in TASC. Parents/carers informed and any social worker involved also informed. Item removed and given to Headteacher.

Pupil known to have vaped on site through robust evidence gathering and in possession of vape – suspended for the remainder of the day and the next school day. Spot check searches for at least two weeks upon return to school.

Pupil known to have vaped on site through robust evidence gathering but not in possession of vape – suspended for the remainder of the school day, if after lunchtime this will count as 2 'sessions' and run into the next school day for half of the day.

Repeated instances of vape related incidents result in a referral to external agencies (e.g. Bridge project), if the school has reason to believe the vape contains cannabis related substances this will lead to a referral and possible reporting to children's social care.

If a pupil refuses to be searched, then point 4.6 above will be followed.

N.B if a pupil is believed to be holding a vape or liquid for another pupil, sanctions still apply. 'Holder' pupil will be issued TASC for the remainder of the day and a full day the next day. 'Owner' of the article will be suspended for the remainder of the day/2 sessions and parents will be informed.