



# **Lincoln Christ's Hospital School**

## **Drugs Policy**

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## Introduction

This Lincolnshire Safeguarding Children Board (LSCB) model policy is designed to promote a consistent approach to the management of drug-related incidents within Lincolnshire Schools and Academies. It ensures a proactive and effective response that safeguards and promotes the wellbeing of young people; as well as minimising the risk of further incidents.

It is underpinned by the latest guidance from the Department for Education (DfE) and the Association of Chief Police Officers (ACPO) which frames drugs-misuse in safeguarding terms and stipulates that permanent exclusion should not be the 'automatic response' to incidents. It guides schools in ensuring that the response to drugs-misuse is robust, rational and safe.

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## Staff responsible for drugs issues

The SMSC lead is responsible for the development, monitoring and review of the drugs education curriculum; supporting and training staff and liaising with external agencies to strengthen the curriculum delivery. The Designated Safeguarding Lead (DSL) has overall responsibility for drugs issues, including:

- developing, monitoring and reviewing the drugs policy;
- ensuring robust multi-agency Early Help Assessments and plans are in place in order to provide additional support for children and young people at risk of drugs misuse;
- Signposting students, parents/carers for additional support.

## Links to other policies

The policy should be read in conjunction with the following policies: SMSC, Staff Code of Conduct, Health and Safety, Conduct for Learning, Safeguarding and Child Protection, and Banned Items.

## Definition of drugs

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave." This refers to all drugs:

- Legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (solvents), poppers and psychoactive drugs ("legal highs");
- Misuse of over the counter and prescription medicines;
- Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including ecstasy, cannabis, crack/cocaine, ketamine, khat, heroin and LSD;
- And other drugs such as anabolic steroids.

Throughout this policy, the term 'drugs' is used to refer to all of the above.

Definition of other key words:

'Drug use' describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

'Drug misuse' is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumptions and/or dependence.

### **Why a policy is needed**

We recognise that drug misuse can have a serious effect on health, wellbeing and academic progress. It is the responsibility of the school to play a role in drug prevention and education and help reduce the harm from drugs; as well as help those who misuse drugs, or who are at risk of drug misuse. The DfE advises all schools to have an up to date drugs policy, **consistent with national and local guidance**.

### **Aims of the policy**

We take a positive and proactive approach to the issue of safeguarding and promoting the wellbeing of children and young people and this policy aims to:

- Give a clear view on the responsibilities of the school and legal requirements with regard to drugs issues;
- Give guidance to teachers, support staff and visitors about drugs education;
- Give clear direction regarding safeguarding children and young people at risk from drugs;
- Provide information so that everyone is clear about the school's overall approach to drugs and its procedures should an incident occur.

### **How the policy was developed and the consultation process**

The policy is based on the Lincolnshire Safeguarding Board Model Policy adapted by the Governing Body. National guidance including the DfE and ACPO Drug Advice for Schools (2012) and statutory Exclusion Guidance (2012) has been taken into account, as well as Lincolnshire's School Administration Handbook.

### **The core policy of the school**

This school does not permit the possession, use of or supply of any illegal drug, nor the misuse of any legal drug which takes place within the school boundary. This includes:

- On the school premises;
- Taking part in a school organised or school related activity;
- Travelling to or from school;
- Any other occasion when a pupil is wearing school uniform;
- When a pupil is identifiable as a pupil of the school.

There are circumstances when some legal drugs are authorised for a specific pupil's use in school.

## **To whom the policy applies**

This policy applies to all staff, pupils, parents/carers, governors and partner agencies working on the school site or any other third party who uses the school site for any purpose and other visitors to the school site.

## **Tobacco and e-cigarettes**

In accordance with Safer Working Practice Guidance, this is a smoke-free school and pupils, staff, parents/carers, and visitors are not allowed to smoke on school premises. This rule extends to all other places and times specified in the core policy above, with the exception of persons over the age of 18 years of age who are not pupils at the school when travelling to and from school, provided they are not accompanied by a person under the age of 18 years of age.

## **Alcohol**

Alcohol is not permitted on the school site or at any of the locations referred to in the core policy. No one to whom this policy applies should be in possession of or under the influence of alcohol at any of the times or locations referred to. Alcohol will **only** be permitted at school events where the event is specifically stated to be one where alcohol may be consumed provided those wishing to consume alcohol are able to prove they are lawfully allowed to consume the same. Such consumption of alcohol by those attending school events where alcohol consumption is permitted will be in any event at the discretion of the Head teacher.

## **Approach to tackling drugs**

We take a whole school approach to drugs through:

- A planned drugs education programme within SMSC;
- Clear rules and sanctions related to drugs which are understood by the whole school community;
- Training and support for staff where required;
- An Early Help response as soon as we, or the young person or their family, have a worry regarding drug-related issues;
- Carefully considered responses to drug-related incidents, both on an individual, and whole school basis;
- Access to specialist support and advice when required;
- Workshops and assemblies from specialist agencies.

## **Aims of Drug Education**

We aim to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. We also aim to reduce the number of young people misusing drugs and to help those concerned about drugs to get help and advice.

To achieve this, our drugs education programme will help pupils to:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misconceptions;
- Develop skills to make informed decisions including communication, self-awareness, negotiation, finding information, help and advice;
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness, refusal skills and helping others;
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences.

### **Training and support for staff**

All staff that deliver drugs education have the opportunity to receive training from the SMSC coordinator through INSET, team teaching and observing other teachers. We take advantage of the support, advice and training provided by Lincolnshire's 'Stay Safe Partnership' and through the local Young Addaction and the Amy Winehouse Foundation who deliver sessions in school to staff and students on drugs education.

### **Management of drug-related incidents**

In this school, a drug-related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy. Incidents can include emergencies, observations and discovery, disclosure, and concerns that need to be investigated further.

### **School responses to drug-related incidents**

In all drug-related incidents the following principles will apply:

- The Head teacher and Designated Safeguarding Lead (DSL) will be informed immediately;
- All situations will be carefully considered before deciding a response;
- Any violation will be taken extremely seriously and dealt with in line with the school *Conduct for Learning Policy* and may include permanent exclusion. Safeguarding the young person is paramount;
- Before any decision to permanently exclude is made, an Early Help Assessment will be completed to ascertain support needs for the child and family and advice will be sought from the Pupil Reintegration Team (PRT);
- The health and safety needs of the pupil will always come first, whilst also taking account of the health and safety needs of the school as a whole.
- Parents/carers will be involved at an early stage and throughout any investigation unless this would not be in the pupil's best interest or where this could undermine an investigation by Children's Services or the Lincolnshire Safeguarding Children Board;
- When appropriate, a referral will be made for the pupil to Young Addaction (01522 305768);
- Decisions about the sanction will depend on whether the offence is one of a series, or a first time, and whether the pupil was in possession or supplying;
- Decisions about the sanction will depend on whether the offence is one of a series and whether the pupil was in possession or supplying;

- The Head teacher, in consultation with DSL, will decide whether a disciplinary and/or counselling consequence should follow.

Possible responses might be:

**(i) Support**

Support is provided for pupils who have concerns about their own or their family's drug use. We will assess the needs of the pupil and the agencies required to meet these by undertaking an Early Help Assessment. This form of support will also be provided to those who have been involved in a drug-related incident which is in breach of school rules. Pupils who have been involved in the incident will participate in a specific drug education programme and may be referred to Young Addaction, if needed.

**(ii) Sanctions**

Where a school rule related to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Head teacher and be consistent with the school's *Conduct for Learning Policy*. The school uses a range of sanctions including withdrawal from activities, internal exclusion, fixed term exclusion, suspended permanent exclusion, and permanent exclusion.

### **Procedures for managing incidents**

➤ **Reporting a drug-related incident**

All drug-related incidents are reported, in the first instance, to the Head teacher and DSL.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform police immediately about any incident involving a suspected illegal drug. Parents will also be informed.

Incidents involving legal drugs will remain school matters, although we will contact [tradingstandards@lincolnshire.gcsx.gov.uk](mailto:tradingstandards@lincolnshire.gcsx.gov.uk) about the sale of tobacco, alcohol, legal highs and solvents to under age pupils by local shops.

➤ **Recording the drug-related incident**

In all drug-related incidents, the Head teacher and DSL will record the responses, including the use of sanctions and/or counselling and support.

➤ **Medical emergencies when a student is unconscious as a result of drugs use**

The pupil will be placed in the recovery position and an ambulance called. Staff with first aid qualifications should be called immediately but the pupil must not be left alone. Parents/carers will be informed and called to the school. An assessment of the incident will be started, including finding out whether a substance has been taken.

➤ **Intoxication, when a student is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and DSL will be called. The pupil will be helped to calm down and medical assistance sought if necessary. Parents/carers will be informed and called to the school. In most cases, the pupil will then be taken home with the absence coded C as a special circumstance.

➤ **Discovery/observation**

This refers to situations when a pupil is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy (suspected or confirmed).

If the substance is suspected to be illegal, staff can take temporary possession of it:

- The substance will be confiscated, **in the presence of a second member of staff as witness**;
- The sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present, and stored in a secure location (e.g. a safe or lockable container) with access limited to the Head teacher and DSL;
- The pupil(s) will be supervised within a safe space in school and an investigation undertaken, pending advice from the police;
- Details of the incident will be recorded, including the police incident reference number;
- The pupil's parents/carers will be asked to come into school, unless it is not in the best interests of the child to inform them.

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carer.

## **Searches**

Staff are allowed to confiscate pupil's property where reasonable to do so, including substances, whether controlled or not.

- Members of staff have reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in his/her personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff;
- When a search is required, any staff involved must be authorised by the Head teacher to undertake it and the staff member conducting the search should be the same sex as the pupil and should carry out the search in the presence of another member of staff, who should also be of the same sex as the pupil being searched, if at all possible;
- An authorised member of staff may carry out a search of a pupil of opposite sex and without a witness **only** where he/she believes there is a risk of **serious harm** to another person if the search is not carried out immediately and it is **not reasonably practicable** to summon another member of staff;
- The power to search on suspicion and without consent enables a personal search, involving removal of outer clothing only and searching pockets, but not an intimate search, which only a person with more extensive powers such as a police officer may carry out. Outer clothing means clothing that is not worn next to the skin or worn immediately over underwear, but would also include hats, shoes, boots, gloves and scarves;
- If, during the search, an object is found, for instance, in a trouser pocket, the pupil can be asked to bring it out and show it. If the pupil refuses, or alleges assault, the search should stop and the police be called.

*(Screening, Searching and Confiscation, DfE, 2014)*

The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parent/carers if a substance is found, although there is no legal requirement to do this or to inform parents/carers before or after a search.

### **Dealing with drug-taking materials**

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

### **Disclosure**

Disclosure refers to when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. An Early Help Assessment will be undertaken. Pupils know that teachers cannot promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about the pupil will only be given to key staff and no one else, unless the pupil gives his/her consent. The DSL will coordinate the most appropriate support including referral to specialist services.

### **Suspicion/rumour**

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

### **Intoxicated parents/carers**

Our school's rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to collect. If we are concerned that a pupil is in imminent danger, we will contact emergency services on 999. We will also follow our child protection procedures, if we are concerned about risk of harm.

### **Needs of pupils**

We are sensitive to the needs of pupils whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupil's welfare and support needs, and if needed, involve external support for the child and, where appropriate, for the family. This will be done via an Early Help Assessment.

## **Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people will be central to our policy and practice; however, teachers cannot promise total confidentiality and this is made clear to pupils through the PSHE programme.

If a pupil discloses to a member of staff he/she is taking drugs or is concerned about drugs, they will refer the student to the DSL and appropriate support will be offered, e.g. referral to a specialist agency. This information is given only to the pastoral team, DSL and the Head teacher.

If staff are concerned that a child's safety is at risk, they will follow the school's child protection procedures.

The school displays information about local drug and alcohol services that offer confidential information, advice and treatment.

## **Working with parents/carers**

We believe that parents/carers have an important role in supporting their child's drug education. We involve parents/carers through a range of activities, such as:

- Giving information about what is taught;
- Giving information about drugs and local sources of help.

## **Involving Police**

In most cases a drug-related incident will be a school, rather than a police, matter. However, we work closely with community police and will contact them immediately if an illegal (or suspected illegal) drug has been found or illegal drug dealing is taking place. We will only call 999 in an emergency.

## **Reviewing the policy**

This policy is reviewed every two years in line with school protocols. If an exceptional incident should occur, the school will review the policy in the light of that incident.

A copy of this policy is on the school website with hard copies available on request.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However, there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Head teacher, in liaison with the DSL, with the child's welfare a priority.

## **Disseminating the policy**

The policy is on the school's website and drawn to the attention of all pupils, parents/carers and staff on an annual basis. New pupils and their families are familiarised with it as part of their induction.

Copies of the full policy are in the staff handbook, the Governors' handbook, as well as on the school website.

Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.

## **Appendix - Related Policies and Support Policies**

Drug Advice for Schools, DfE and ACPO, September 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)

Searching, screening and confiscation, DfE, February 2014

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444053/Searching\\_screening\\_confiscation\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching_screening_confiscation_advice_Reviewed_July_2015.pdf)

Supporting pupils at school with medical conditions, DfE, December 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

School Attendance, DfE, October 2014

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

Mental health and behaviour in schools, DfE, March 2016

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508847/Mental\\_Health\\_and\\_Behaviour\\_-\\_advice\\_for\\_Schools\\_160316.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf)

Exclusion from maintained schools, academies and pupil referral units in England, DfE, 2012

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

### **Support**

Early Help and TAC

<https://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child>

Stay Safe Partnership, Lincolnshire County Council

<http://www.lincolnshire.gov.uk/lscb/professionals/support/the-stay-safe-partnership/127629.article>

Young Addaction, Lincolnshire County Council

<http://www.addaction.org.uk/services/young-addaction-lincolnshire>