

<p><b>Dronfield Henry Fanshawe School</b></p> 	<p><b>Policy No:S7</b></p>	Author:	NMC/SLT
		Committee:	Statutory
<p><b>Drugs and Substance Abuse Policy</b></p>		Review Cycle:	Every two years
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## **DRUGS & SUBSTANCE ABUSE POLICY**

Dronfield Henry Fanshawe School recognises that we live in a society in which drugs, alcohol, tobacco and other substances, including psychoactive substances or 'legal highs' are available and widely used. We take a zero tolerance approach to the misuse of drugs and alcohol on our premises. We believe that we have an obligation to inform and empower our students to enable them to make decisions that will result in them enjoying a healthy, active and responsible lifestyle.

For the purpose of this policy, a "drug" is defined as any substance which, when ingested, alters perception and the way the body and mind works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

This policy applies to all students, parents/carers, governors and partner agencies working with the school. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

### **Policy Statement**

- Dronfield Henry Fanshawe School does not condone the misuse of drugs by members of the school nor the illegal supply of these substances
- Dronfield Henry Fanshawe School is committed to the health and safety of its members and will take action to safeguard their well being
- Dronfield Henry Fanshawe School acknowledges the importance of its role in safeguarding the welfare of young people, and through the general ethos of the school, will seek to persuade students in need of support to come forward

### **Principles**

Dronfield Henry Fanshawe School believes that it has a duty to inform and educate young people on the consequences of drug use and misuse.

We believe that the education of our students is a partnership between the home and school. Drug misuse is an issue for parents/carers and the local community as well as for the school. Effective communication and co-operation is essential to the successful implementation of this policy.

All students will receive regular guidance on drugs and alcohol as part of the **PSHE** curriculum. Drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies. Lessons will be delivered as appropriate to the age and phase of the students and will be differentiated according to individual learning styles. Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse.

Whilst we acknowledge that the numbers of young people who use and misuse substances is increasing there are far larger numbers of them who choose not to use such substances. We will strive to affirm and support their decision.

### **Smoking**

In accordance with part 1 of the Health Act 2006 and the school's Smoke-Free Policy, the school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields, car parks and sheltered areas. Parents/Carers, visitors and staff must not smoke on school grounds and must avoid smoking in front of students and/or encouraging students to smoke. Students, including Sixth Form students over the age of 18, are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, vaping, lighters, matches and pipes. In the interest of health and hygiene, smoking will not be permitted around the school gates.

### **Legal drugs and prescribed medicines**

We understand that some students may require medications that have been prescribed by a doctor or other health professional. Parents/carers have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition. Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage. Further guidance can be found in the school's 'Supporting Students with Medical Conditions & the Administration of Medicines Policy'..

### **Solvents**

Students are not permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray. The school will ensure that potentially hazardous solvents are stored safely and students will be supervised if they are required to come into contact with them.

More information can be found in our COSHH Policy.

### **Persons found to be under the influence of drugs or alcohol**

Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.

Students, parents/carers and visitors to the school suspected to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Headteacher has the authority to ban offenders from the school.

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the **Headteacher's office**, where they will be assessed.

The student's parent/carer will be contacted and asked to remove the student from the premises.

The student will remain in the **Headteacher's office** until their parent/carer arrives.

If necessary, a search will be conducted in line with the powers given to the school by the DfE under their advice around Searching, Screening and Confiscation.

## **Medical emergencies**

In drug related medical emergencies, trained first aiders will be summoned.

A member of staff will remain with the casualty until the trained first aider arrives.

Other students will be removed from the immediate area as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.

The student's parent/carers will be telephoned and told about the incident.

If the student is felt to be at risk, the **Child Protection and Safeguarding Policy** will come into effect and social services will be contacted.

All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the school's **Health and Safety Policy**.

The **Medical Emergency Procedure** will be followed at all times.

## **Searching**

Staff members may use common law to search students for any item with their consent. All searches will be conducted in line with the DfE's advice on Searching, Screening and Confiscation. Staff members may ask any student to turn out their pockets. Staff members may search any student's backpack or locker. Staff members may require a student to remove outer clothing including hats, scarves, footwear, coats and scarves. If a student is suspected to have illegal substances on their person prior to a search, they will be accompanied by staff if a desire is expressed to use the toilet. Belongings such as bags, blazers and coats will be left under the supervision of staff.

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the Headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the student if they have reasonable grounds for suspecting that the student is in possession of a prohibited item.

Students' possessions will only be searched in the presence of the student and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff. Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

Staff will consider the additional needs of students with SEND before using reasonable force.

Staff will adhere to the Physical Intervention - Use of Force to Control & Restrain Students Policy and Procedures when carrying out searches.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item (see Appendix B). This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

## **Key roles and responsibilities**

**The governing body is responsible for:**

- Implementing effective policies and procedures are in place to ensure that students are kept safe from alcohol and drugs at school.
- Ensuring that the Drugs and Substance Abuse Policy is maintained and disseminated to all staff.
- Ensuring that students experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Headteacher, and in liaison with parents/carers, students, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of students and the local community, and reflects current trends.
- Ensuring that the designated safeguarding governor submits an annual written report to the governing body concerning drug and alcohol related incidents and concerns.

**The Headteacher is responsible for:**

- The day-to-day management of this policy.
- Providing a safe environment for all staff, students and visitors.
- Working with governors to ensure compliance with relevant legislation.
- Informing the governing body, of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from students' use of drugs and alcohol.
- If appropriate, and where doing so will not place the child at risk, informing parents/carers of any drug and alcohol related incidents concerning their child.
- Inviting the local police and relevant partner agencies into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- Ensuring a consistent approach to managing drug and alcohol incidents.

**The DSL is responsible for:**

- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that staff and students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with students to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- Liaising with local services as necessary to provide support for students.
- Assisting with the monitoring and review of this policy.

**Students are responsible for:**

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any offsite activity representing the school.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

**The site manager and their team is responsible for:**

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.

- Adhering to the **Sharps Policy** at all times when handling needles found on school premises.

#### **External agencies are responsible for:**

- Supporting the school with drug and alcohol issues as required.

#### **Illegal drugs**

The school has a zero-tolerance policy on illegal drugs.

Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present.

The staff member will store the sample in a secure location. The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols. The school will not hesitate in giving the police the name of the student from whom the drugs were taken.

A full and thorough incident report will be completed and submitted to the **Headteacher**. Any further measures will be undertaken in line with the school's **Child Protection and Safeguarding Policy**. Where controlled substances are found on school trips away from the school premises, the parents/carers of the student, as well as local police, will be notified.

#### **Management of Drug Incidents**

We acknowledge that there will still be some young people of school age who will choose to experiment with illegal drugs even if they have both the knowledge of the risks and the skills to resist peer pressure. With this in mind it is necessary for us to have clear procedures for dealing with drug related incidents on school premises and for working with other services concerned with young people to offer appropriate advice and support.

The school will consider each substance incident individually and we recognise that a variety of responses incorporating both sanctions and counselling, will be necessary to deal with incidents. We will consider very carefully the implications of any action we may take, seeking to balance the interests of the student involved, the other members of the school and the local community.

Permanent exclusion will be used as a last resort as we recognise that this may only transfer the problem.

The school is aware of its legal obligations with regard to these issues. The school will continue to work closely with local Police on all issues relating to drug incidents with our students.

Within the Vertical House System of the school we will continue to nurture an ethos that enables students to feel confident enough to discuss problems or concerns with staff.

The Headteacher and DSLs will take overall responsibility for co-ordinating the schools' approach to drug incidents.

Lines of action when managing drug incidents will be as follows:

1. Student well being is of prime importance. Where necessary, usual first aid procedures will be implemented.

2. Staff who become aware of students in possession of drugs or substances on school premises must notify a DSL or in their absence, the Headteacher.
3. The DSL will inform the Headteacher before investigating the matter outlining the manner in which the investigation will take place.
4. In line with the school's procedures for investigating incidents (see Appendix C), a thorough and robust investigation will take place and personal circumstances will be considered.
5. If the allegations are substantiated or in need of further investigation the Headteacher will be informed and the parents/ carers contacted.
6. Appropriate courses of action may include:
  - The calling of a case conference involving the student, parents/carers, DSL and Headteacher
  - Counselling and support for the student from an appropriate local partner agency.
  - Temporary fixed term exclusion from school.
  - Any combination of the above.
  - Consideration of the range of options available to respond to the identified needs of those involved.
7. Students who are found to be selling or supplying drugs on the school site will be dealt with by the appropriate sub-committee of the Governing Body.
8. Any approaches from the media will be dealt with by the Headteacher in consultation with the relevant staff and Local Authority

### **Incidents occurring on school trips**

- Complete a risk assessment before a school trip.
- This should include procedures for dealing with medical emergencies e.g. staff access to mobile phone and emergency numbers.
- The lead member of staff should deal with incidents, making contact with the Headteacher where appropriate.
- Where possible incidents should be dealt with in line with standard school policy or in line with the policy of the centre being visited. It is recognised that the timescale for dealing with incidents on a trip may be longer than in school e.g. being able to meet with parents.
- The school is aware that laws on drugs and policing vary between countries. The school will ensure that they (and all participants on the trip) are aware of these differences.
- Consider informing local authorities or venue staff. For in-country advice the school will contact the British embassy or consulate.
- Where appropriate, a clause will be inserted in consent forms; that if a pupil breaches the rules and is returned home, the parents/carers will meet the cost of such arrangements.

## Appendix A – Useful Organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)

Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)

Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)

Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk)

Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.

Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**CGL – Change Grow Live** Provide Alcohol and Drugs services for young people, helping young people to understand the risks that drug or alcohol use can pose to health and wellbeing, supporting to reduce or stop their use safely.

[www.changegrowlive.org](http://www.changegrowlive.org)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners:

Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development

and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk)

Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com)

Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org)

Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

**Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people.

Tel: 01785 817885 Information line: 01785 810762

Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>

## Appendix B – Prohibited items

The school doesn't need your child's consent to search them if they think your child has prohibited items, including:

- weapons, eg knives
- alcohol
- illegal drugs
- stolen goods
- tobacco products, eg cigarettes
- pornographic images (of any kind, eg tabloid topless pictures and 'lads' mags' as well as extreme adult material)
- fireworks
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - to commit an offence, or
  - to cause personal injury to, or damage to the property of, any person (including the pupil).
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

These things can be confiscated.

Schools' general power to discipline, as circumscribed by Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

## Appendix C: Serious Behaviour Incident Process

### **1. Immediate response:**

- a. Are there any medical needs?
- b. Do any students need immediate whole school withdrawal for their and others safety?

### **2. Students give accounts on the 'student incident account' form**

### **3. Check the accounts**

- a. Do they match?
- b. Maintain a calm and neutral approach to the investigation
- c. If need further discussion/clarification, seek assistance from HPL
- d. If a complex or difficult incident that needs further discussion, speak to HPL in the 1st instance then a member of SLT

### **4. Inform parents/carers on the day of the incident (even if the investigation and outcome may not be decided within the day).**

### **5. Complete Exclusion proforma**

- a. Print out behaviour log and list previous FTIs or FTEs
- b. Does the behaviour log and exclusion history suggest this incident is an isolated one or part of a pattern of behaviour?
- c. What interventions/sanctions have been previously used?

### **6. Consider all appropriate interventions not just a FTE**

- a. Safeguarding risk if the student is at home?
- b. Have previous FTEs been effective or considered a day off.
- c. Does the school need 'time out' to re-assess strategies or can restorative work start immediately?

**7. Recommend, discuss and sign off intervention/sanction with Assistant Headteacher, then Headteacher**

- a. What is the recommendation? Why?
- b. Are all supportive accounts and behaviour logs ready?
- c. Is work ready for the student?
- d. Who is going to do the re-integration meeting and at what time?
- e. Discuss with other House Support Managers whose students are involved.

**8. Once all actions completed and Headteacher approval pass to Michelle Hayes for the exclusion letter to be formulated and then given or sent to the parent/carers**

**9. Re-integration meeting with HSM and HPL or SLT (1st FTI or FTE: HPL, repeat offender or more serious incident: SLT)**

- a. Complete appropriate paperwork (AtL agreement and re-integration pro-forma).
- b. Outline purpose of the meeting (student to reflect on negative behaviour, take responsibility for actions and future behaviour, develop resilience to deal with and overcome difficult situations).
- c. Devise an action plan of support for the student.
- d. Does the student need a further referral e.g. CBSS or on report?

**10. Student returns back to lessons, progress and behaviour monitored, parents/carers informed of progress at review follow up.**

## PROCEDURES FOR DEALING WITH DRUG RELATED INCIDENTS

Key: ● = Possible strategies dependent on individual situations

Procedure	Recognise as drug related	Confiscate	Remove student from circulation	Contact Parents /Carers	Record	Counsel student involve Ext. Services	Counsel student and Parent/ Carer	Parents/car ers collect immediately	Inform Police	Fixed term exclusion	Governs formal warning	Permanent exclusion.
<input type="checkbox"/> <b>Offence</b>												
Graffiti	●	●		●	●	●	●					
Jewellery/Clothing	●	●	●	●	●	●	●					
<input type="checkbox"/> <b>In possession of</b>												
Cigarettes, Lighters etc	●	●	●	●	●	●	●			●		
E-cigarettes	●	●	●	●	●	●	●			●		
Alcohol	●	●	●	●	●	●	●			●		
Drug use accessories	●	●	●	●	●	●	●			●		
Syringes	●	●	●	●	●	●	●			●		
Psychoactive substances / Legal Highs	●	●	●	●	●	●	●			●		
<input type="checkbox"/> <b>Use/Under the influence during school hours</b>												
Cigarettes/E-cigarettes	●	●	●	●	●	●	●	●		●	●	
Alcohol	●	●	●	●	●	●	●	●	●	●	●	
Psychoactive substances / Legal Highs	●	●	●	●	●	●	●	●	●	●	●	
<input type="checkbox"/> <b>Illegal Drugs</b>												
1 <sup>st</sup> Offence: Use or in possession	●	●	●	●	●	●	●	●	●	●	●	●
2 <sup>nd</sup> Offence	●	●	●	●	●	●	●	●	●	●	●	●
Suspicion Use or Involvement	●		●	●	●	●	●	●	●	●	●	
Supplying on site	●	●	●	●	●	●	●	●	●	●	●	●