

Tadcaster Grammar School



**Toulston, Tadcaster,
North Yorkshire. LS24 9NB**

DRUGS AND SUBSTANCE MISUSE POLICY STATEMENT

Revised by Deputy Headteacher: Care and Guidance:	June 2009
Discussed by Senior Leadership Team	July 2009
Adopted by Governors	March 2010
Issued to Staff	March 2010
Reviewed/Updated	May 2011
Reviewed/Updated	February 2015
Approved by Governors	March 2015

This policy provides information on the management of drugs within the school, the response required to drug incidents and an overview of drugs education.

The school has a zero tolerance towards drug misuse.

It has been developed and agreed in consultation with Governors, School Leadership Team, staff, parents and students. It reflects national aims and priorities including:

- DFE documentation, Drugs: Guidance for schools (2004)
- DFE curriculum guidance for schools on drug, alcohol and tobacco education
- Government's updated drug strategy
- Law relating to Smoke free workplace
- DFE and ACPO drugs advice for schools 2012
- NYCC Guidance – developing a drugs policy 2015

The policy applies to:

- Students
- Staff
- Governors
- Parents
- Contractors on site
- All visitors to the school
- Bus/taxi drivers involved in transport of students.

Where and when does the policy apply?

All school buildings and grounds

The exceptions to this are:

- Consumption of alcohol when a licence has been obtained for this purpose by hirers
- Consumption of alcohol at social occasions (when school is closed)
- The taking of medicines following the procedure as set out in the Medicines Policy.

For the purpose of this policy the following definition of a drug will apply:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs including alcohol, tobacco/e-cigarettes, volatile substances and amyl nitrites
- All over the counter (OTC) and prescription medicines (misuse would be taking medication not prescribed for the person) where the Medicines Policy applies.

Drug misuse is the inappropriate use of a drug and includes:

- Unlawful possession or use of a drug
- Unlawfully supplying or intending to supply a drug. A student passing an illegal drug to a fellow student on the school site, irrespective of any money changing hands, would be deemed to be supply
- Inappropriate use of a drug because of time, place, task or responsibility
- Using medicines not in accordance with instructions (Medicines Policy applies)

- Using drugs in ways which are harmful to health
- Smoking tobacco on school campus and on school transport.

POSITION STATEMENT

- The school does not condone the misuse of drugs by any member of the school community, nor the illegal supply of drugs
- The school is committed to the health, safety, care and guidance of all members of its community and will offer support and guidance when appropriate
- The school requires all members of the school community not to consume alcohol during the school day
- The school recognises that some students may misuse drugs at some stage. Where this occurs, the school will start from the position of wishing to offer support to enable the individual to alter their behaviour. Whilst the school seeks to minimise the disruption to the education of students, the needs of individuals will always be balanced against the needs of the majority. Where appropriate, outside agencies will be used to support students
- The school believes that the responsibility for students' education is jointly shared between the school and parents and, therefore, the school will communicate with parents on substances issues when appropriate.

Day and Residential Visits

See NYCC Guidelines for Educational Off Site visits.

Drug Education

The aim of drug education is to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy life style, relating this to their own and others' actions. It is led by the Head of Faculty: Life Skills.

Reflecting DFE guidance it aims to inform students of:

- the short and long-term effects and risks of drugs
- the laws relating to drugs
- the impact of drugs on individuals and families
- the prevalence and acceptability of drug use among peers
- the complex moral, social, emotional and political issues surrounding drugs
- the assessment, avoidance and management of risk
- the effectiveness of communication
- the resistance of pressure
- the access to information, help and advice
- the opportunity to devise problem solving and coping strategies
- the development of self-awareness and self-esteem
- the opportunity for students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and social influences.

All staff will benefit from training in this area at appropriate intervals to ensure that they have up to date knowledge. If staff are involved in teaching aspects of drug education, they will receive the necessary training in knowledge and teaching skills. All newly appointed staff will receive training in relation to the Drugs & Substance Misuse Policy as part of their induction.

CONFIDENTIALITY

Students disclosing information about drug use by themselves, or by people they know, should be reminded that the member of staff to whom they are disclosing cannot offer absolute confidentiality. Staff should be aware that failing to take action, or allowing drug use to continue on school premises, could contravene the Misuse of Drugs Act 1971. Confidentiality cannot be maintained if there are issues of:

- child protection/safeguarding
- police investigation
- danger to life.

Every effort should be made to secure the student's agreement to the way in which the school intends to use any sensitive information. For further guidance please refer to the Confidentiality Policy Statement.

DEALING WITH DRUG RELATED INCIDENTS

The teacher responsible for drug related incidents is Miss Cayte Mulhern Deputy Headteacher: Care and Guidance. The School Health and Curriculum Support Officer is Mrs Jeanette Chauda.

In the event of finding or suspecting a student to be in possession of a drug:

- Refer to the Duty Manager.
- When receiving or retrieving substances from a student by verbal request, do so in the presence of an adult witness. A student can be asked to empty pockets and bags. If a student refuses explain to them that the police can be asked to attend.
- The article should be packed securely and labelled with the date, time and place of discovery. The package should be secured in the Headteacher's office. Arrangements should be made to hand over the package to the police.
- Record the incident in the Health and Safety book located in the Medical Room.
- Do not pick up hypodermic needles – cover them with a bucket or container. The School Health and Curriculum Support Officer will arrange for safe removal.
- If a student is suspected to be under the influence of a drug, do not leave the person unsupervised. Seek the help of the School Health and Curriculum Support Officer.
- The Headteacher will consider each incident individually. The implications of any action will be considered very carefully, and will seek to balance the interests of the students involved, the other school students and the local community. Whilst an investigation is proceeding the student will be removed from class but may remain on the school site. Following preliminary investigation the student may be issued with an exclusion. This may be a fixed term or permanent exclusion depending on circumstances and the class of drug involved.

- There is no legal obligation to inform the police, though they may be able to give relevant support and advice. However, the school will not allow its site to be used for the production, supply or consumption of any controlled drug. Where it is suspected that dangerous drugs are sold on the site, details regarding the people involved, together with as much information as possible, will be passed to the Police Liaison Officer or the community Police Unit.
- The Headteacher will always inform the Chairman of Governors of the incident.
- The Headteacher will inform the Corporate Director: Children and Young People's services, during that working day, either directly or through the LA Link Adviser or the LA Adviser for Drugs Education.
- In respect of the welfare of the staff, the school will follow the County Council Policy on Drug and Alcohol Misuse, which is designed to reduce to a minimum the possible effects of drugs on the user, other employees and the environment.

Tobacco

It is illegal for any person to smoke on the school site. Incidents involving students who are caught smoking, in possession of cigarettes or e-cigarettes, in the company of students smoking, will follow a clearly understood procedure, which will support the drug policy.

- The procedure will be explained to all students and be available on written request.
- Should a member of staff catch a student on the site smoking, in possession of cigarettes, in the company of students smoking, or if there is evidence that the student has been smoking on the school site, the student will be taken immediately to the Main Office where a letter will be issued depending on previous history (see attached letter). An ePortal report will be completed.
- The student will be asked to hand over any cigarettes or e-cigarettes on their person. These will not be returned to the student but retained by the Duty Manager with the student's name on them and then passed on to the Deputy Headteacher: Care and Guidance. The confiscated cigarettes and/or tobacco will then be destroyed or handed over to the police.
- Students who are caught smoking, in possession of cigarettes/e-cigarettes or in the company of students smoking will serve a series of staged sanctions.

Medicines

See Medicines Policy

Monitoring and evaluating the policy

The day to day implementation of the policy is the responsibility of the Deputy Headteacher: Care and Guidance. The monitoring and review of the policy is the responsibility of the Governors School Development Committee.