



**The Robert Carre Trust**

## **Drugs Policy**

### **Definition**

The Robert Carre Trust's definition of a drug is that given by the United Nations Office on Drugs and Crime, which is:

***“A substance people take to change the way they feel, think or behave.”***

The term 'drugs' refers to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- All legal drugs, including alcohol, tobacco, e-cigarettes (vapes) and nicotine inhalators
- All legal but volatile substances (those giving off gas or vapour which can be inhaled), khat, alkyl nitrites (poppers) and including glue sniffing;
- All over the counter and prescription drugs.

With the exception of the final bullet point, all of the above are deemed to be unauthorised substances.

### **The Trust's stance**

The possession, use or supply of illegal drugs or any other substances that the Trust deems to be unauthorised, and drug-related paraphernalia, within and surrounding the schools' boundaries is unacceptable.

Some students may require medicines that have been prescribed for use during the school day. In these cases, the Trust's policy on the administration of medicines will be followed (for further guidance see 'Managing Medicines in Schools and Early Years Settings', ref 'DfES-1448-2005')

When managing drugs and drug-related incidents, the first concern will be for the health and safety of all involved, followed by the pastoral concerns of students.

- *The school will consider very carefully the implications of any action it may take;*
- *It will seek to balance the interests of the student involved, the school community and the local community;*
- *Factors to be considered will include the age of the student, whether the incident involved one student or a group and whether peer pressure is evident;*
- *The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response;*
- *In all cases the Robert Carre Trust will ensure that the student has access to professional support and advice from the relevant services and agencies.*

Responsibility for co-ordinating drug issues lies with a member of the School's Senior Leadership Team and disseminated through the relevant Heads of Year.

## **Purpose of the drug policy**

The purpose of the drug policy is to:

- Clarify the legal requirements and responsibilities of the Trust;
- Reinforce and safeguard the health and safety of students and others who use the schools within the Trust;
- Clarify the Trust's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community;
- Give guidance on developing, implementing and monitoring the drug education programme;
- Enable staff to manage drugs on the Trust premises and any incidents that occur, with confidence and consistency, and in the best interest of those involved;
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the Trust;
- Provide a basis for evaluating the effectiveness of the Trust drugs education programme and the management of incidents involving illegal and other unauthorised drugs;

## **To whom the drug policy applies**

This policy applies to staff, governors, students, parents/carers, agencies working within the school boundaries and any others involved with the Trust in whatever capacity. The school boundaries not only include the physical perimeters of the premises but also include journeys to and from the school and include the area outside the school gates and when representing the school. The policy applies at all times when staff 'duty of care' responsibilities apply including, but not limited to, after school activities, school trips/ exchanges, work experience and any activity organised and run by the school will also be deemed to be within the school's boundary.

## **Location and dissemination**

Copies are to be available to parents, students, governors and visitors to a Trust school. Copies are to be available in the school offices with information about the policy in the schools' prospectus and on the Trust website.

## **The context of the policy and its relationship to other policies**

The drugs policy is linked to the PHSE/Citizenship, Child protection, Behaviour/Discipline, Anti-Bullying and Healthy School policies. These are reviewed by relevant staff. Reference is also made to the school's science department's Scheme of Work along with the PSHE programme.

## **Local and national guidance**

The drugs policy was drawn up with reference to - Drugs: Guidance for Schools DfES/0092/2004 and the LEA documentation Drugs Education Policy for Key Stages 1 - 4 and Writing a Drugs Policy - Guidance for Schools.

## **The Trust stance towards drugs, health and the needs of students**

The Trust's main concern in managing drugs is the health and safety of the Trust community and meeting the pastoral needs of the students.

The possession, use or supply of illegal and any other unauthorised drug within a Trust school boundaries are not acceptable and will be dealt with by the Executive Headteacher / Head of School and the Local Governors of the school. The Trust is aware that some students are more vulnerable to drugs misuse and other social problems, and will work within the school, with the help from outside agencies and wherever possible with parents, to reduce risks and to protect such students.

The Trust has an agreement signed by parents/carers that over-the-counter and prescribed medicines will only be brought into school with the knowledge and permission of school and must be in original packaging with dosage labels etc. These are to be handed in to the school office and distributed as required by office staff. All medicines are kept in a locked cupboard in the office and records of when and by whom the medicine can be distributed are kept. Students will be allowed to manage ready access essential medicine such as inhalers only with permission from parents to do so, and with knowledge and permission of the school (see Supporting Students with Medical Conditions Policy).

### **The drugs education programme**

Each school's PSHE co-coordinators are responsible for the drugs education programme.

#### **The aims of the drugs education programme are:**

- To help students develop, extend and practise the skills they need to cope responsibly within a drug using society;
- To provide access to reliable, up to date, objective and balanced information about drugs, including medicines and legal drugs;
- To give opportunities for students to explore a range of attitudes towards drugs and to drug users, including their own and each others;
- To emphasise the school's focus upon personal safety and personal health to explore issues relevant to students, which are raised by the uses of drugs in society;
- To foster competence and confidence in students' critical thinking and decision making skills;
- To contribute to raising high standards of self-esteem in all students;
- To identify sources of further information and reliable support for students;
- To inform students as to how to recognise drug related paraphernalia, how to deal with discarded sharps and who this should be reported to;
- To make students aware that all concerns should be reported to a member of staff.

Drugs education is an integrated part of the wider PSHE programme. Many of the skills taught in that programme are part of drugs education but are linked with many other PSHE issues.

The Robert Carre Trust is committed to facilitating effective teaching and learning for students in Drugs Education. To this end the Drugs Education teaching team will endeavour to ensure that:

- The purpose of each lesson is made clear to all students;
- Appropriate learning experiences are planned in order to meet the needs of all students;
- Learning experiences draw on students' own experiences or existing knowledge and provide a range of opportunities for students to learn, practise and demonstrate skills, attitudes and knowledge and understanding;
- Time is given for students to reflect, consolidate and apply their learning;

- Students are encouraged to take responsibility for their own learning and to record their own progress;
- Attention is given to developing a safe and secure classroom climate;
- Staff training needs are met and evaluated in line with the aims of the Drugs Education objectives;
- A broad range of teaching and learning strategies and resources will be used in delivering the programme;
- There is a school protocol for involving outside visitors;
- There are guidelines for staff on confidentiality and handling sensitive and controversial issues and these are implemented at all times.

## **Monitoring**

In the Robert Carre Trust students do not pass or fail within the strands of Drugs Education that are delivered but rather they have the opportunity to reflect on their own learning and personal experiences and to set personal goals and agree strategies to reach them. The process of self-assessment has a positive impact on students' self awareness and self-esteem.

In order to ensure the quality and relevance of the Drugs Education programme there will be ongoing evaluation and monitoring. This will be achieved by various methods that will include:

- Student self-assessment during lessons within each unit of Drugs Education;
- Regular observations of the lessons and activities being delivered;
- Peer assessment of teaching staff and feedback;
- Student focus groups, invited to discuss and comment about the curriculum, through the student council.

## **Evaluation**

Drugs Education will be reviewed every year as part of the PSHE programme and through the school action plans. Interested parties such as teachers who have taken part in drugs education training, students, governors and parents will be consulted in the upgrading and the development of the programme.

## **Visiting speakers**

All visiting speakers on the drugs programme will receive before the visit a copy of the Scheme of Work and the Trust's drugs policy. Time will be spent with the speaker looking at what will be covered and what activities will take place. A teacher will be present throughout the time the speaker is with the students.

## **Managing drug related incidents**

If any drug related incident should occur, the safety and well being of the student will always be the overriding concern. Each incident will be considered taking into account the circumstances of the individual and the parents, police and other appropriate agencies will be informed according to the needs of the individual concerned. There may be interest in drug related incidents by the media. Confidentiality of students will be a priority. The Executive Headteacher / Head of School will respond to media questions. The schools will work in partnership with the local police force when dealing with any illegal drug related incidents.

## **Procedures for managing drug related incidents**

All incidents should be reported to the senior member of staff holding responsibility for Care, Guidance and Support.

Information in the school prospectus makes all parents and students aware that it is forbidden to bring illegal and other unauthorised substances into the school boundaries. When this ruling is transgressed the following procedures will be invoked:

### **Investigation**

- Incidents involving the possession or use of illegal substances in the school boundaries (or where there is reasonable suspicion) will be investigated by a senior member of staff. A second adult will always be present. The school will normally make parents aware of the situation.
- If the Executive Headteacher / Head of School deems it necessary to inform the police, or for the police to have a part in an investigation, the school will make every effort to contact parents ahead of police involvement.
- Evidence such as drug-related paraphernalia should be handled with care. Site staff are in possession of a sharps box for disposal of used needles etc.

### **Criteria for police involvement**

- If during an investigation relating to possession or suspected possession of an illegal substance within the school boundaries, the following information comes to light, police involvement will become inevitable:
  - Students who are dealing/supplying substances to others or have the intent to do so;
  - Situations when a student is uncooperative/obstructive/aggressive during an investigation of substance misuse;
  - Suspicion that substances may be secreted within the school;
  - Information suggests that criminal activity has taken place to acquire the substances.

### **Trust response to incidents of substance abuse**

The Trust response to incidents, or suspected incidents, of substance abuse within the school boundaries, but also on journeys to and from school, the area outside the school gates and when representing the school, will always follow the procedure as detailed below:

- Students found guilty of dealing/supplying illegal or unauthorised substances to others, or intending to do so, may be permanently excluded. This sanction will be invoked for one-off or a first-time offence.
- Students guilty of possessing or using an illegal or unauthorised substance for the first time will be referred to the school nurse for ongoing counselling, advice and support. Students in this category will also be asked to complete the Addaction screening tool in confidence with the school nurse in order to determine whether further referral is appropriate. Students will also be subjected to a fixed term exclusion. A permanent exclusion may be considered (to be determined by the Executive Headteacher).
- Students who are caught in possession or are using illegal or unauthorised substances on

a second occasion may be permanently excluded (to be determined by the Executive Headteacher).

### **Recording incidents of substance abuse**

The school will make a full record of every incident. The incident form format is as prescribed in Appendix 11 'Drugs Guidance for Schools' (DFES/0092/2004). Such records will be held securely and confidentially in school.

### **Confidentiality**

Staff cannot and should not promise total confidentiality to students on drug related issues. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive and which the student has asked not to be passed on, the request should be honoured unless this is unavoidable in order for staff to fulfil their responsibility in relation to:

- Child protection - refer to school Safeguarding Officer
- Co-operation with a police investigation.
- Referral to external services.

The school must endeavour to explain to the student why this needs to happen.

### **Taking temporary possession of substances**

If any staff member finds a student with tobacco, alcohol or drugs or any other unauthorised substances, they can take temporary possession for the purpose of preventing an offence being committed. A check can be made at the school office for students with self administered medicines. In taking temporary possession of suspected illegal drugs staff should:

- Ensure that a second adult is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure and the witness present;
- Store in a secure location such as a locked cupboard in a senior manager's office;
- Without delay notify the Executive Headteacher /Head of School to inform the police who will collect it for disposal - the law does not require a school to divulge to the police the name of the student from whom the drugs were taken;
- Record full details of the incident including the police incident reference number;
- Inform parents/carers unless this would jeopardise the safety of the student.

### **School Trips**

Parents and students need to be made aware that substances such as tobacco, alcohol and unauthorised drugs will be confiscated from students on school trips. Prescribed medicines will be kept by a designated member of staff and distributed by them when required. Serious offences concerning illegal drugs will mean that students could be returned home and parents will have to meet the cost of these arrangements. The law on drugs and policing arrangement vary widely in other countries. Parents and students will be made aware of this and the other issues before signing the parent consent form.

### **Searches**

Searches may be carried out if illegal drugs are suspected to be in the school premises. The school will always seek consent of the individual and a second adult witness will always be

present. If permission to search is refused then the school will consider whether to call the police.

### **Personal searches**

It is not appropriate for a member of staff to carry out a personal search. This includes outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs in the presence of a second adult witness. If the individual refuses to and the drug is believed to be illegal, the Headteacher will make the decision whether to call the police who can conduct such a search if they believe a crime has taken place or to prevent harm to the person or anyone else.

### **Searches of personal property**

Staff will ask permission of the student before a search of personal property is made. Where permission is not given the police may be called in as a formal procedure.

### **Sniffer dog demonstrations/educational visits**

In the event of a sniffer dog detecting any drug on any school personnel through an educational visit or demonstration, procedures will be agreed by the police prior to that event taking place and all parties will be made aware of what these procedures will be.

### **No smoking policy**

In keeping with Government legislation introduced in July 2007 each Trust school is a no smoking area and it is a criminal offence for anyone to smoke within the boundary of the school premises. This also includes e-cigarettes (vapes)

### **Liaison with other schools**

This policy is made available to all potential feeder schools. Parents of incoming students are invited to discuss any aspect of our approach to the management of illegal substances with the Headteacher should they feel the need to do so.

### **Associated Policies:**

- No Smoking Policy
- Supporting Students with Medical Conditions Policy

**Reviewed by SLT June 2018**

**Next Review: 1 June 2020 (2 Years)**