**Template and Guidance for Writing a Drug Education and Managing Drug Related Incidents Policy in Schools;**

This template can be adapted for PRIMARY AND SECONDARY schools.

**Healthy Schools London Bronze** requires that all policies are drawn up in full consultation with the whole school community. Please see the appendices for consultation ideas and activities with parents and pupils.

CONTENTS:

a) How to use this template p. 2

b) Introduction to drug policy requirements. p. 2

c) Guide to appendices p. 2

d) Drug policy proforma p. 3 – 7

e) Appendices p. 8 – 17

1. **How to use this template**
2. The text **inside** the boxes is intended to guide your school in developing / updating your policy.
3. Your school can adopt all of the *Italic Text* **outside** of the boxes (this has been adapted from the DfE’s Drugs: Guidance for schools, 2004; The Drug Strategy 2010, DfE and ACPO drug advice for schools 2012, HM Government and other relevant guidance).
4. Each of the headings contained within the proforma will all need to be addressed when writing or updating an Drugs and Alcohol Education policy. Refer to the appendices where suggested for examples to help you. If preferred, the section headings can be adapted in keeping with the format of your existing school policies.
5. Refer to the **Coordinators checklist** for benchmarks to help you develop and implement your drug education in the most efficient and effective way.
6. **Introduction to Drug Education and Managing Drug Related Incidents policy**

**Requirements**

The DfES Guidance (2010) states that all schools have a statutory duty to promote pupil’ wellbeing and have a clear role to play in preventing drug misuse as part of their pastoral responsibilities.

This policy should be updated every two years in consultation with the **whole school community.** Where this policy refers to drugs, this included alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (legal highs) and volatile substances, unless otherwise specified

|  |
| --- |
|  **c)Guide to appendices** |
| **APPENDIX 1:**  | **Relevant local and national guidance** |
| **APPENDIX 2:** | **Useful local and national contacts** |
| **APPENDIX 3:** | **Local services and referral pathway** |
|  |
|  |
|  |  |

**d) Policy Proforma**

**DRUG EDUCATION & MANAGING DRUG RELATED INCIDENTS POLICY**

# *Name of school*

#### Date of Policy: ………………………………..………………...

##### Staff Responsible: …………………………….……………………

(***Staff responsible for drugs issues:***

The PSHE Lead is responsible for the development, monitoring and review of the drug education curriculum, supporting and training staff and liaising with any external agencies to support the curriculum. The Headteacher has overall responsibility for drugs issues including managing drug-related incidents, liaising with the Police and other external agencies, including support services. The DfE guidance of 2012 states that is it strongly advised to have a senior member of staff to have responsibility for this policy and for liaising with the local police and support services.)

**Next Review Date: ……………………………….…………………**

(Next review should be within two years of the date of the policy)

**1)** **Definitions and terminology:**

Define the term ‘drugs’ and clarify the meanings of other key terms.

*Areas to consider:*

* Where this policy refers to drugs, this included alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (legal highs) and volatile substances, unless otherwise specified
* You may want to list all substances that will be covered here \*
* The definition below is one that schools should adopt in their drug policy. They should ensure that this broad definition is reflected throughout the policy, in dealing with drug incidents and in the drug education curriculum.

**E.g.**

*The United Nations Office on Drugs and Crime define drugs as ‘A substance people take to change the way they feel, think or behave’.*

*The term ‘drugs’ and ‘drug education’, unless otherwise stated, is used throughout this document to refer to all drugs:*

* *Illegal drugs (those controlled by the Misuse of drugs Act 1971) such as ecstasy, cannabis, crack/cocaine, heroin and LSD, ketamine, GHB, anabolic steroids and khat*
* *Drugs that are legal to use but are covered by some legislation such as selling to under 18 year olds including alcohol, tobacco, shisha and volatile substances (solvents)*
* *Drugs that are legal to use and buy such as poppers*
* *Over the counter and prescription medicines*
* *And other drugs such legal highs/Novel Psychoactive Substances that are illegal to sell for human consumption and e-cigarettes.*

***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 consumption and/or dependence*

**2) Aims and objectives:**

Here you will need to set the aims and objectives for your Drugs and Alcohol Education, bearing in mind that Drugs refers to a wide range of substances (see above).

These aims and objectives should be reviewed every two years in consultation with parents/carers/guardians, pupils, staff (teaching and non-teaching) and governors.

These aims and objectives should be measurable and schools should have evidence to support how these aims and objectives are being met.

**E.g.**

*This policy was adopted to be more than a reference point in case of incidents: it will drive a proactive strategy for prevention of drug and alcohol misuse, and early intervention. This policy strives to ensure a comprehensive drugs education scheme of work is provided to all children in our school, as well as ensuring staff are confident in delivering the content of this scheme of work.*

*Through the development of this policy, we are ensuing that all staff know how to deliver the content but also know what safeguarding routes to follow should an incident arise.*

*Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.*

***Aims of drug education***

*The aim on drug education is to give pupils information about drugs and help them develop the skills and attitudes to make healthy and safe decisions about drugs, alcohol, tobacco and medicines.*

*To achieve this, our drug education programme will help pupils:*

* *Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misunderstandings*
* *Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice, helping others and managing situations involving drugs*
* *Develop skills to manage situations involving drugs including assessing and avoiding risks, assertiveness and refusal skills and helping others*
* *Explore their own and other peoples’ attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences*
* *Understand where to seek help and advice if they are worried about themselves or others in relation to drugs and alcohol.*
* *Understand the law surround drugs and alcohol*
* *Give a clear view on the use of drugs in school.*
* *Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.*
* *Give information about what is taught, how it is taught*
* *Give guidance to teachers, support staff and visitors about drug education*

***Where is it taught in the curriculum?***

*Teaching about drugs, alcohol and tobacco is taught through PSHE and citizenship and in Science where it is required in the National Curriculum.*

**3) Curriculum overview:**

* Specify or refer to the content of the drug education to be provided (with reference to frameworks for PSHE and citizenship and the National Curriculum Science Order)
* Outline the arrangements for timetabling, staffing and teaching
* Indicate how the needs of pupils will be identified and how they will be involved in determining the relevant content of the programme
* Outline the provision for vulnerable pupils and those with SEN, and how the issues of pupils diversity will be addressed in the programme

***E.g.***

***What is taught?***

*We reflect the requirements and guidance in the science national curriculum, the non-statutory framework for PSHE and citizenship and the content suggested in Ealing’s PSHE and Citizenship scheme of work.*

*The below scheme of work shows what is taught in each Year group. Objectives and key learning intentions are set for each lesson, and on medium term plans. Drug education focuses on knowledge and understanding, skills and attitudes and the teaching programme ensures that there is progression from Year 1 to Year 6 with topics and issues included which are appropriate to the age and maturity of pupils.*

|  |  |
| --- | --- |
| ***Year Group*** | ***Topic*** |
| ***1*** | 1. *To identify how to stay healthy*
2. *Knowing when and how to take medicines safely*
3. *Identify who should be able to give us medicines*
 |
| ***2*** | 1. *Explore substances and situations that are safe and unsafe*
2. *To be able to identify hazardous substances*
3. *To consider safety rules for at home and school*
 |
| ***3*** | 1. *To know what effect smoking has of the lifestyle of a smoker*
2. *To know the effects of smoking on the body and understand the effect of passive smoking*
3. *To understand how society responds to the impact of smoking and passive smoking*
 |
| ***4*** | 1. *To understand the effect alcohol has on the body*
2. *To understand the risks related to drinking alcohol*
3. *To consider how society limits the drinking of alcohol*
 |
| ***5*** | 1. *To understand a range of legal and illegal drugs, their risks and effects*
2. *To explore attitudes and beliefs relating to drug use*
3. *To understand ways of resisting drug use*
 |
| ***6*** | 1. *To understand effects, risks and law relating to cannabis*
2. *To understand the risk of VSA*
3. *To know where to seek help and advice*
 |

***The above is taken for the Christopher Wintour Scheme of work for Primary Schools (available of*** [***www.egfl.org.uk***](http://www.egfl.org.uk)***) for High Schools please refer to the resources available in the appendix.***

*Our curriculum ensures that we are covering both the statutory requirement in science to teach Year 6 to recognise the impact of drugs on the way their bodies function and the non-statutory science guidance to teach Year 6 how some drugs and other substances can be harmful to the human body and the relationship between diet, exercise, drugs, lifestyle and health.*

***How it is taught (including involving outside contributors)***

*A wide range of active teaching methods are used that enable pupils to learn skills to be safe and healthy, discuss their views, explore their own and other peoples’ attitudes and values about drugs, as well as learn key information about the effects and risks of drugs and practice skills to stay safe if involved in a drug-related situation. Such activities include role play, discussions, debates, case studies, quizzes, research and games. Pupils work individually, in pairs, in small groups and with the whole class, mixing up so that they experience working with lots of different pupils in the class, as well as in friendship groups.*

*All classes establish clear ground rules to ensure that pupils discuss opinions with respect and listen to one another as well as ensuring that pupils and teachers do not disclose personal information.*

*Drug education is taught by the class teacher and sometimes involves the school nurse or other professionals, including Ealing’s Health Improvement Team. Where external visitors are involved a copy of this policy is given to them for reading before the session, there is also an opportunity for the external contributor to meet with the teacher to discuss expectations etc.*

*It is important that drug education is delivered within a safe, secure and supportive learning environment.*

***Ground rules/group agreement***

*A group agreement, established and reviewed periodically through discussion with pupils, helps to foster mutual respect and an environment in which pupils feel comfortable and ready to listen to and discuss each others’ opinions. Ground rules should cover issues such as teachers’ and pupils’ right to privacy and respect, and the boundaries of discussion. Pupils (and teachers) should be discouraged from revealing any personal information that may incriminate them or others, or that they wish to remain confidential. Setting and agreeing ground rules is an important opportunity to remind pupils of ways to ask for help, the support available, the school’s confidentiality policy and what may happen should information be disclosed.*

*Other strategies for teachers to manage sensitive and controversial issues include:*

* *using distancing techniques, e.g. third-person case studies, role play and theatre-in-education performances, depersonalised discussions, and anonymous question boxes*
* *dealing with difficult questions on an individual basis, e.g. seeing pupils outside the classroom or referring the pupil to the school nurse or an outside agency. N.B. If a pupil’s question raises concern that they may be at risk, the teacher should follow the school’s child protection policy*
* *presenting themselves as facilitators of pupil learning rather than ‘drug experts’, e.g. suggesting that the pupil or teacher or both research questions where they do not know the answer.*

*Teachers understand they must differentiate the material given to them for drugs education as they would with any other material. Some pupils may require a broken down approach to the material depending on their need.*

*It is the responsibility of the teacher to ensure that every child within their class can access the material.*

***Training and support for staff***

*We take advantage of the support, advice and training provided by Ealing Health Improvement and other local organisations. The PSHE Lead has opportunities to develop their skills in planning drug education, through support from Ealing Health Improvement Team. Staff are encouraged to seek help, advice and training if they are not confident in delivering these lessons.*

***Assessment***

*Drugs education will be assessed against the aims and objectives of each lesson. Each teacher will provide evidence to show how their class has progressed through the lessons.*

**5) Development process:**

*Areas to consider:*

* Who should be involved in developing/reviewing the policy? Will the development of your policy involve teaching and non-teaching staff? Pupils? Governors? Parents? Partnership agencies?
* Describe the development process and how the whole school community was involved: Describe the consultation process, methods of consultation and the involvement of all that helped to develop the policy.

***E.g.***

*Ealing advises that all schools have an up to date policy drugs policy, which is a criteria for achieving Healthy Schools London Bronze status.*

*Although it is highly unlikely that illegal drugs will be in our primary school, we believe that drugs play a part in the lives of every one of us and recognize that drug use and misuse can have a serious effect on health, well being and academic achievement. We therefore have a crucial role to play in drug prevention and education.*

*Primary aged children need to be protected from the harm that drugs can cause and it is our responsibility to give them the knowledge and skills to be able to be healthy and keep safe.*

*We take a positive and proactive approach to the issue of drugs and this policy aims to:*

* *Give a clear view on the use of drugs in school.*
* *Provide information so that everyone is clear about the procedures should an incident occur and the approach taken by the school.*
* *Give information about what is taught, how it is taught*
* *Give guidance to teachers, support staff and visitors about drug education*

*This policy was reviewed and updated through consultation with staff, pupils, parents and governors.*

*We consulted with* ***staff*** *through \_\_\_\_\_\_\_\_ (here you will need to lost how you consulted staff e.g. staff meetings, inset based on the policy) We consulted with* ***pupils*** *by \_\_\_\_\_\_ (here you will need to lost how you consulted with pupils e.g. pupil conferencing, focus groups, assembly) The* ***governors*** *of the school were consulted during governing body meetings where this policy and its contents were reviewed and discussed. Finally we consulted with* ***parents*** *by (here list how you consulted with parents e.g. focus group, drop in session, parents workshop, feedback forms)*

***See*** [***Mentor, Reviewing your Drug and Alcohol policy, a toolkit for school***](http://mentor-adepis.org/wp-content/uploads/2016/03/Toolkit-template.pdf)***s for support in consulting different groups.***

*We feel we have engaged the whole school community in the reviewing of this policy as outlined in the DfE guidance of 2012 and we feel the views of all parties is reflected in this policy*

**6) Location and dissemination:**

Outline the dissemination plans and where a reference copy of the policy can reliably be found. Parts of the policy may be replicated in other school publications or on the school website for example

*Areas to consider:*

* Who is the policy aimed at? Is your policy to be aimed at the whole school community and external partnership agencies e.g. all staff (teaching and non-teaching), pupils, parents/carers/guardians, governors?
* Where will the policy be kept so that it can be found by all that may need to access it?

***E.g.***

*This policy is to be used by the whole school community (staff, pupils, parents/carers/guardians and governors)*

*The policy is on the school’s website and a copy can be requested from the school office.*

*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.*

**7) The context of the policy and its relationship to other policies:**

Outline the links with other written policies on for example, behaviour, health and safety, medicines, confidentiality, pastoral support, healthy schools, school visitors and child protection.

***E.g.***

*As part of being a healthy school we take a whole school approach to drugs through*

* *A planned drug education programme through PSHE and citizenship informed by pupils, staff and parent’s views, as well as science*
* *Carefully considered responses to drug-related incidents informed and supported by the views of the whole school community*
* *Clear rules and sanctions related to drugs*
* *Access to specialist support and advice, if needed*
* *Providing training and support for staff*

*This policy links closely to our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list policies the drug policy links to and explain where these policies can be found.*

**8) Local and national guidance:**

Specify local and national guidance documents, for example, this and other government guidance.

***E.g.***

*All young people need high quality drug and alcohol education so they have a thorough knowledge of their effects and harms and have the skills and confidence to choose not to use drugs and alcohol. Schools have a clear role to play in preventing drug and alcohol misuse as part of their pastoral responsibilities to pupils. (HM Government, 2010).*

*Schools are advised to have a written drugs policy to act as a central reference point for all school staff. (DfE and ACPO drug advice for schools 2012)*

**9) State where and to whom the policy applies:**

For example, all staff, pupils, parents/carers, governors and partner agencies working with schools. Specify the schools boundaries and jurisdiction of the policy’s provisions.

*Areas to consider:*

* Where and when does this policy apply?-You will want to ensure that the policy covers a number of areas related to Drugs education and the handling of drug incidents. E.g. if a pupil is found with drugs on them, or if a pupil finds drugs on their way to school or in the school playground (this is relevant to both primary or secondary school pupils)
* Will it cover incidents that occur outside of the school premises but during school time or when the schools uniform is worn e.g. Journey to and from school, residential trips, work experience?
* Will the policy apply to students found in possession of drug paraphernalia as well as in possession of or under the influence of substances?

***E.g.***

*This school does not permit the possession, use or supply of any illegal or legal drug (unless authorized legal drug), which takes place within the school boundaries, this includes drug paraphernalia. This covers; on or near the school premises, within the school day and during term time, on school visits, school journeys top and from school and at school social events.*

*These rules apply equally to staff, pupils, parents and carers, governors and those working and visiting the school.*

1. **The school’s stance towards drugs, health and the needs of pupils:**

Include a clear statement that illegal and other unauthorised drugs are not acceptable within the boundaries identified within the policy.

*Areas to consider:*

* Clearly specify which drugs and under what circumstances the policy refers to.
* Outline school rules with regard to authorised drugs and make links to the school policy on medicines
* Explain that the first concern in managing drugs is the health and safety of the school community and meeting the pastoral needs of pupils.

***Management of authorized legal drugs***

*This school has agreed that there are circumstances, when some legal drugs are authorized for use in school. These are prescribed medicines, hazardous chemicals (and solvents) and* ***alcohol. This will need to be discussed with all parties as it may to apply to every school.***

***(i) Medicines***

*In most cases, staff do not administer medicines at school to pupils unless it would be detrimental to health or attendance not to administer and only with parental written consent. Details about managing medicines can be found in our policy on supporting pupils with medical needs. The decision to allow pupils to self administer medicines rests with the Headteacher*

*Schools are allowed to keep a salbutamol inhaler for use in emergencies. It is only for children who have written parental consent, who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication.* ***Please see our school protocol for using the emergency inhaler as part of our supporting pupils with medical conditions policy.***

*Asthma inhalers, held in school with written parental consent, are kept secure with safe and easy access for school staff authorised to administer. Children’s personal inhalers are taken on all off-site visits and held by the accompanying school staff.*

*Staff are aware of any serious medical conditions which affect pupils in their class.*

*The School Nurse will be informed of any children attending the school with medical conditions. Advice will be sought on ensuring they have an appropriate care plan and that school staff are trained to administer any medication required for the day to day management of their condition in school or during a medical emergency.*

***Hazardous chemicals and volatile substances (solvents)***

*Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in the Health and Safety Policy*

*In the event of a child or adult whom is required to use medical sharps to address the management of their health condition (e.g. insulin or gluco blood testing) a medical sharps disposal bin will be provided. Advice will be sought from the School Nurse regarding the management of the sharps and sharps bin on the school site.*

***Alcohol***

*There are occasions when alcohol is authorised at school during parent’s events and staff social events. Staff accompanying pupils on field trips or school journeys are not permitted to drink when responsible for pupils.*

***Smoking including e-ciagrettes***

*We are a smoke free school and staff, parents, pupils and visitors are not allowed to smoke anywhere on school premises or in sight of the school. Smoke free signage is prominent around our school grounds.*

*We display information about giving up smoking on displays around the school and on parent and staff notice boards.*

1. **Management of drug related incidents**

Define what is to be considered a drug incident.

Describe how such incidents drugs will be handled.

Areas to consider:

* Describe the policy on dealing with drug paraphernalia and suspected illegal and unauthorised drugs. Outline storage, disposal and safety guidance for staff.
* Make explicit the school’s policy on searches, including personal searches and searches of school and pupil’s property
* Outline strategies for responding competently and fairly to any incidents involving illegal and other unauthorised drugs and the range of options for responding to the identified needs of those involved
* Outline the procedures for managing parents/carers under the influence of drugs on school premises
* Example of drug incidents include: if a pupil is found with drugs on them, or if a pupil finds drugs on their way to school or in the school playground (this can include both primary or secondary school pupils)

***Definition of a drug-related incident***

*In this school, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the school boundaries.*

*Drug related incidents in a primary school rarely involve illegal substances but can involve:*

*Pupils smoking cigarettes in school, a parent/carer collecting their child whilst drunk, pupils selling cigarettes to other pupils, misusing another pupils’ asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes at a local shop, the school keeper finding used syringes in the playground, a member of the public phoning the school to say they have seen pupils smoking in Ealing.*

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

***Please refer to your school’s safeguarding policy while completing this sections – this is an example only.***

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

* *the head teacher and deputy will be informed immediately*
* *All situations will be carefully considered before deciding on the response*
* *The needs of the pupil(s) will always come first, whilst also taking account of the needs of the school as a whole*
* *Parents/carers will be involved at an early stage and throughout any investigation*
* *Support agencies, including the police will be involved as appropriate and in keeping with legal requirements*
* *A range of responses will be considered including disciplinary and counselling/supportive responses.*
* *Permanent exclusion will not be the automatic response and will only be used in the most serious cases and as a final resort*
* *Any action taken will be in line with the school’s behaviour policy.*
* *Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Headteacher, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.*
* *Incidents will be reported to the Chair of Governors*

*Possible responses might be:*

*(i)* ***Support and counselling***

*If a pupil has a concern about drugs or has been involved in a drug related incident or is themselves at risk of drug misuse, we will seek support from our Education Social Worker and if appropriate refer to a specialist agency*

*(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 Headteacher and consistent with the behaviour policy. In the unlikely event of an incident involving illegal drugs, permanent exclusion will be considered and used if needed*

***Procedures for managing incidents***

***Please refer to your school’s safeguarding policy while completing this sections – this is an example only.***

***Reporting a drug-related incident***

*All drug-related incidents are reported to the Headteacher or designated safe guarding lead.*

*Although there is no legal obligation to report an incident involving drugs to the police, we will inform Police immediately any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact Trading Standards or the Police about the sale of tobacco, alcohol and solvents to under age students, from local shops.*

*Recording the drug-related incident*

*All drug-related incidents are recorded using a drugs incident form. The form is given to the Headteacher and kept confidential in the school office.*

*In all drug-related incidents the Headteacher, in consultation with key staff, will decide on the responses, including the use of sanctions and/or counselling and support.*

*It is very rare for primary-age pupils to misuse drugs in school, however we believe it is important to be prepared should such an incident occur.*

***Medical emergencies when a pupil is unconscious as a result of drug use***

*Staff with first aid qualifications should be called immediately but the pupils not left alone. The pupil will be placed in the recovery position and an ambulance called immediately. Parents/carers will be informed immediately.*

***Intoxication, when a pupil is under the influence of a drug***

*The pupil will be removed to a quiet room and not left alone. The first aider and Headteacher called. The pupil will be helped to calm down and medical assistance sought immediately. Parents/carers will be informed and called to the school.*

***Discovery/observation***

*When a person is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy.*

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

* *it 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 (eg a safe or lockable container) with access limited to the Head and Deputy Head*
* *the pupil will be taken to the school office and the Head or Deputy Head called and the pupils questioned*
* *the police will be notified immediately, who will collect it and store or dispose of it, in line with locally agreed protocols.*
* *we will record details of the incident, including the police incident reference number*
* *we will inform the pupil’s parents/carers and they will be asked to come into school, unless it is not in the best interests of the child to do so*
* *identify any safeguarding concerns and develop a support and sanctions response including internal exclusion whilst investigations are carried out.*

*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, as a disciplinary penalty, where reasonable to do so, including substances, whether legal or not.*

*If staff find other substances which are not believed to be illegal/controlled drugs these can be confiscated where staff believe them to be harmful or detrimental to good behaviour.*

*If school staff are unable to identify the legal status of a drug, it should be treated as an illegal drug.*

*If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff. In circumstances where a pupil refuses to do this the member of staff will discuss with the Headteacher who may decide to carry out a search in the presence of another member of staff. The Headteacher is the only person authorised to carry out a search, unless they are not the same sex as the pupil and then the Headteacher will authorise a senior member of staff. 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 parents if a substance is found, although there is no legal requirement to do this or inform parents before or after a search or seek their consent to search a child.*

*Teachers can search pupils’ bags/trays and in circumstances where a member of staff believes drugs have been stored there, they will seek the pupils’ consent and search with a Senior member of staff present. If consent is refused the decision to search will be taken by the Headteacher.*

***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*** *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 pupil. Pupils know that teachers cannot promise total confidentiality. The Headteacher or Deputy should be informed as soon as possible so that appropriate support can be found.*

***Suspicion/rumour.*** *Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, it 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 schools 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 come and collect the child. If we are concerned that the child is at risk then we will follow the Child Protection procedures.*

***Needs of pupils***

*We are sensitive to the needs of students 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 pupils’ welfare and support needs and if needed, involve external support for the child and, where appropriate, for the family.*

***Parents***

*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 child at risk and in these cases, the school will exercise some caution. The decision will be taken by the Headteacher in liaison with the designated child protection officer with the child’s welfare a priority.*

***Police***

*In most cases a drug-related incident will be a school, rather than a police matter. However the school will contact our local police officer immediately if an illegal (or suspected illegal) drug has been found on the school premises, on a pupil or illegal drug dealing is taking place. We will only call 999 in an emergency.*

**18) Confidentiality:**

* Specify the school’s approach to ensuring that sensitive information is only disclosed internally or externally with careful attention to pupils’ rights and needs
* Outline local child protection procedures to be followed if a pupil’s safety is considered under threat (or make links to relevant school policy)
* Consider how confidentiality will be maintained when referring to outside agencies.

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of children will be central to our policy and practice. However, teachers cannot promise total confidentiality in order to seek specialist help if needed. This is made clear to pupils through the PSHE and citizenship programme. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. If teachers have any concerns about the welfare of children, they must inform the Head teacher.

**19) Reviewing the policy:**

This policy is reviewed every two years by the entire school body. This includes staff, pupils, parents/carers/guardians and governors.

If an incident should occur, the policy is reviewed in the light of that incident.

The review will include feedback from the evaluations of drug education, included in the annual review of PSHE and Citizenship.

Signed:

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1:**

**Relevant local and national guidance**

* [Drugs: Guidance for Schools & Curriculum Standards](http://webarchive.nationalarchives.gov.uk/20130401151715/http%3A/www.education.gov.uk/publications/eOrderingDownload/DfES%200112%20200MIG619.pdf) KS1, KS2, KS3, KS4 (DfES, 2004)
* [Dfe and ACPO drug advice for schools](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf) – advice for local authorities, headteachers, school staff and governing bodies (September 2012)
* [Mentor, reviewing your drug and alcohol policy a toolkit for schools](http://mentor-adepis.org/wp-content/uploads/2016/03/Toolkit-template.pdf) (2012)

Appendix 2:

### Useful local and national contacts

There are a number of documents and sites that will help you in the writing and implementing of the policy for Drug education and dealing with drug related incidents.

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

A UK charity aiming to combat alcohol misuse and providing services for problem drinkers and their families.

* [**alcoholics-anonymous.org.uk**](http://www.alcoholics-anonymous.org.uk/)

The official UK website for Alcoholics Anonymous.

* [**Drugwise.org.uk**](http://www.drugwise.org.uk/)

DrugWise is the UK’s leading centre of expertise on drugs. The site provides balanced and up-to-date drug information to professionals and the public.

* [**nacoa.org.uk**](http://www.nacoa.org.uk/)

This website offers information, advice and support to children of problem drinkers. Also provides useful information for professionals who deal with children of problem drinkers in their everyday work – educating them as to their specific needs.

* [**www.nta.nhs.uk**](http://www.nta.nhs.uk/)

The National Treatment Agency for Substance Misuse (NTA) (now part of Public Health England) aims to improve the availability, capacity and effectiveness of drug treatment in England

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

FRANK is a national drug education service jointly established by the Department of Health and Home Office. It is intended to reduce the use of both legal and illegal drugs by providing information on drugs and alcohol.

* [**thesite.org.uk**](http://www.thesite.org.uk/)

The Site offers a guide to life for young adults, aged 16-25. Information on drugs, sex, housing, finance, money, careers.

* [**urban75.com/Drugs/**](http://www.urban75.com/Drugs/)

Urban75 is a UK-based e-zine aimed at young people and teens. Good unbiased drugs information.

* [**wreckedwd.co.uk**](http://www.wreckedwd.co.uk/)

NHS-sponsored Wrecked and Wasted website aimed at teens/young people to be a guide post for information on drugs and alcohol

Appendix 3

**Local Services & Referral Pathway:**

**Information for schools and professionals:**



**Information for young people:**

**Confidentiality**

In managing drugs schools need to have regard to issues of confidentiality. Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

* child protection
* co-operating with a police investigation
* referral to external services

Every effort should be made to secure the pupil’s agreement to the way in which the school intends to use any sensitive information. It may be necessary to invoke local child protection procedures if a pupil’s safety is under threat. It should be only in exceptional circumstances that sensitive information is passed on against a pupil’s

wishes, and even then the school should inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

* where there is a child protection issue
* where a life is in danger