



BISHOP VESEY'S GRAMMAR SCHOOL
Drugs Education & Management of Drugs Related Incidents Policy
Teaching & Support Staff

Staff covered by this procedure:	Teaching and support staff
Review prepared by:	Kate Steadman – Assistant Headteacher July 2014 Dominic Robson – Headteacher October 2016
Review approved by and date:	7 July 2014 Learning & Teaching Committee 1 June 2015 HR Committee 1 November 2016 PPD Committee 6 February 2017 Learning & Teaching Committee
Staff consultation period:	June 2014. No further consultation in Autumn 2016 – no changes required.
School adoption date (for reviewed policy):	6 February 2017
School's next review date/by whom:	PPD Committee & Learning & Teaching Committee – annual review Spring Term 2018
Ratified by Governing Body where applicable:	N/A
Signed by Chair of PPD Committee & date: Signed by Chair of Teaching & Learning Committee & date:	

Rationale

This policy has been amended taking into account existing legislation and guidance on drugs education and the management of drugs related incidents. It will support all members of the school community in dealing with young people and substance abuse. The definition of drugs in this context includes legal drugs such as medicines, alcohol, volatile substances, tobacco/shisha/e-cigarettes and illegal drugs.

Scope

This policy applies to everyone in school including students, staff, parents, visitors and in out of school activities e.g. residential visits.

Aims

- 1) To increase students' knowledge and understanding and to clarify their misconceptions about:
 - the short and long term risks of drugs;
 - the rules and laws relating to drugs;
 - the impact of drugs on individuals, families and communities;
 - the prevalence and acceptability of drug use amongst peers;
 - the complex moral, social, emotional and political issues surrounding drugs.
- 2) Develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk;
 - communicating effectively;
 - resisting pressures;
 - finding information, help and advice;
 - devising problem solving and coping strategies;
 - developing self-awareness and self-esteem.
- 3) Enable students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and other influences.

Content

Drugs Education is delivered in the main by Form Tutors through discrete lessons as part of the tutorial programme in all Key Stages. Schemes of Work are based on National Curriculum requirements for Key Stage 3 and Key Stage 4 Citizenship and Personal and Social Education. National Curriculum Science orders for Key Stage 3 and Key Stage 4 also cover the physiological effects of drug abuse. Some sessions may be delivered by external agencies where appropriate. The programme is co-ordinated by the Pastoral Heads of School and by the Assistant Headteacher with pastoral responsibility.

Staff Training

Drugs education and training needs for all staff are considered as part of our on-going Continual Professional Development procedures. Non-pupil days and staff meetings may be used for updates and individual needs may be addressed by courses or peer group training.

Heads of Year will monitor and evaluate the delivery of components within the taught tutorial programme of their section of the school.

Managing drug related incidents

At Bishop Vesey's Grammar School we do not condone the misuse of any drugs, including alcohol. We are committed to tackling drug misuse among young people and any instances of possession, use or supply of illegal drugs on school premises will be regarded with the utmost seriousness. This policy applies to everyone in school including staff, parents and visitors and in out of school activities e.g residential visits.

Our guiding principles are:-

- the safety and welfare of all students and staff;
 - the welfare of individuals deemed to be at risk;
- in all instances we will have regard to the drug laws in this country and abroad.

At Bishop Vesey's Grammar School:-

- Some drugs may legitimately be present in school:
- Medicines: The management and administration of medicines which have been prescribed for students by their medical practitioner is set out in the school's Medicines Policy. Non-prescribed medication must not be given to students without parental permission. Medicines that have been prescribed for an individual must only be used by them;
- Volatile substances: Solvents and hazardous chemicals legitimately used by school staff are stored securely and managed to prevent inappropriate access or use in accordance with the school's Health and Safety Policy;
- Alcohol: students, **regardless of age**, may not possess, consume or sell alcohol within the boundaries of the school and whilst on school visits and any authorised school business;
- Tobacco/shisha/e-cigarettes: The school is a smoke-free zone at all times for staff, students and visitors. Students, **regardless of age**, may not possess, use or sell tobacco/shisha/e-cigarettes or cigarettes within the boundaries of the school and whilst on school visits and any authorised school business;
- Any misuse of the aforementioned drugs will be deemed a drug incident and dealt with according to the Drugs Incidents guidelines.

Drug Incidents

We will follow the procedures and guidelines detailed below. The Assistant Headteacher (Pastoral) and Head Teacher (or Deputy Headteacher in his absence) should be informed immediately and will take the lead role in deciding how to respond further.

Responses to drugs related incidents involving students: Alcohol, tobacco/shisha/e-cigarettes, volatile substances and solvent misuse

In every case of an incident where students are suspected of being, or found in possession of, using or selling alcohol, tobacco/shisha/e-cigarettes or volatile substances we will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate medical help before addressing any further issues;

The nature and seriousness of the incident will be investigated. The investigation will normally be conducted by the Headteacher, Deputy Head or Assistant Head (Pastoral); however, off- site it may be necessary for this role to be undertaken by any member of the school teaching staff;

- Students involved in an incident will be separated and questioned individually;
- Parents will be informed, providing this will not put students' safety at risk;
- Students may be excluded;
- Alcohol may be disposed of by the school or parents; the school will arrange for safe disposal of unauthorised medicines and volatile substances;
- Students may be offered support or referred to external agencies for support;
- A record will be made of the incident and kept on file;
- The police will be informed if it is appropriate to contact them, or Trading Standards, about the inappropriate sale or supply of tobacco/shisha/e-cigarettes, alcohol or volatile substances in the area.

Illegal Drugs

In every incident involving drugs we will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate medical help before addressing any further issues.

- The nature and seriousness of the incident will be investigated;
- The investigation where students are involved will normally be conducted by the Headteacher, Assistant Head (Pastoral) or the appropriate Head of School. However, off-site it may be necessary for this role to be undertaken by any member of the school teaching staff;
- Students involved in an incident will be separated and questioned individually;

Staff should try to persuade students to hand over voluntarily any drugs in their possession. Staff may search school property e.g. lockers if they believe drugs to be stored there. Prior consent should always be sought from students but they must be made aware that if consent is refused the school can proceed with the search. The Head Teacher and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have illegal drugs. Searches should always take place in front of another adult witness. (DfE 2014) Intimate searches of students by staff are not permissible;

- It is permitted by law for school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a student from harm and the offence of possession.
- Should any drugs be found, they should be sealed in a plastic bag including details of the date, time and place of seizure and the signatures of witnesses present. These should be stored in the school safe, accessible only by the Senior Leadership Team, until they can be handed over to the police. Staff should use gloves, place any paraphernalia in a sturdy container and arrange for this to be stored in the school safe as above;
- The police will be informed;
- Parents will be informed, providing this will not put students' safety at risk;
- If formal action is to be taken students should normally be interviewed at the local police station accompanied by their parent(s). In exceptional circumstances students may be interviewed by the police at school accompanied by an appropriate adult;

- Students involved in illegal drug incidents may be temporarily or permanently excluded;
- At the same time, we will do our utmost to assist in finding suitable counselling and support for students involved in drug misuse;
- A record will be made of the incident and kept in the student's files.

In the case of parents/carers under the influence of drugs on school premises:

Drugs related issues, staff, parents and visitors:

- The maintenance of student welfare is our prime concern;
- Should staff be concerned about discharging a student into the care of a parent/carer under the influence of drugs, the Headteacher, Deputy Head or Assistant Head (Pastoral) should be informed without delay;
- We will attempt to make alternative arrangements for the care of the student (e.g. with another parent, relative or carer);
- Should our concerns be more serious, we will invoke child protection procedures and/or enlist the help of the police.

In the case of staff conduct and drugs:

- Abuse of legal and use of illegal drugs by staff is strictly forbidden. Any member of staff found to be in breach of this instruction will be subject to disciplinary proceedings following a full investigation in accordance with the Disciplinary Policy;
- Staff have a duty of care to students whilst in school, on school trips or any other school business and are therefore required to restrict any intake of alcohol; staff who, through excess intake of alcohol, are unfit to carry out their duty of care effectively will be dealt with according to the school disciplinary procedures following a full investigation;
- We will do our utmost to address the professional health and welfare needs of staff; arrangements are in place for appropriate occupational health advice and support.

All policies will be regularly reviewed in the light of any changes in the classification of drugs, local issues, incidents, guidance and recommended practice and disseminated to staff and governors by the pastoral Assistant Headteacher. Drugs education will be specifically monitored, reviewed and updated by the Heads of School.