

Safeguarding:  
Drug &  
Alcohol  
Abuse Policy



Hydesville Tower  
School, Walsall

October 2016

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## DRUG AND ALCOHOL POLICY

### Rationale

It is the aim of Hydesville Tower School to help all pupils to be able to take their place safely in a world where a wide range of drugs exist. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

### Aims:

- To support the school to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

### Purpose

This policy applies:

- To all pupils, staff, visitors, parents, carers, COGNITA employees, contractors, partner agencies who work with the school and to anyone hiring the school premises or running a club on site
- When pupils and staff are travelling to and from the school using school transport
- To pupils in pre and post statutory education
- During all school related events such as clubs and trips

### Definition

Hydesville Tower School defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works.

Drugs here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. and other unauthorised substances such as New Psychoactive Substances (NPS) often referred to as 'legal highs'.

### Key roles and responsibilities

#### The role of the Headteacher

- The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Assistant Director of Education/Education Executive and any governance meetings, parent/carer(s), and appropriate outside agencies and bodies such as the LA. The Head will ensure that all staff dealing with substance issues are adequately trained and supported. Cognita schools cannot knowingly allow premises to be used for the production or supply of any controlled drug (eg; the preparation of, or smoking of cannabis). Where it is suspected that substances are sold on the premises, details of those involved, as well as much information as possible, will be automatically passed to the police.

### The role of the Director of Education

- John Coleman is the Assistant Director of Education and is responsible for contributing to any case conferences called, or formal reviews against the application of the school's exclusion procedure.
- The Director of Education is always kept well informed on drug issues as they affect the school. No action to be without consultation.
- The policy is reviewed annually by the Director of Education.

### The role of the Designated Safeguarding Lead

The DSL should follow the Local Safeguarding Children Board (LSCB) policies and procedures and is responsible for liaising with the police to agree a shared approach to dealing with any drug-related incidents.

### The role of other staff

The Deputy Head (Seniors) is responsible for drug related issues within the Senior School and the Head of Prep is responsible for drug related issues within the Prep School.

## **Drug Education**

### **Stance**

The school believes that the possession and/or use of drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto the school premises, or on school trips. Individual exceptions may be made for pupils who require prescription medicines where appropriate.

The first concern in managing drugs is meeting the health and pastoral needs of individual pupils in the context of the health and safety of the school community

### **Ethos**

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our pupils.

### **Content and delivery**

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils.

We will provide all pupils with drug education as an integral part of our Personal, Social, Health and Economic Education (PSHEE) programme.

### **Use of visitors and outside speakers**

We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. We are careful to negotiate the use of visitors in line with the protocol for using visitors in Cognita Schools, so that their contribution fits our needs and they are clear how their input fits into our planned programme. The class teacher is always present when visitors are working with our pupils.

### **Sanctions**

- The school has an agreed sanctions procedure that recognises different types of incidents (including any repeat incidents) which will be applied consistently in all cases. This should be reflected in the scale/seriousness of sanctions (e.g. fixed term exclusions for first or minor offence, permanent exclusion for second or serious offence such as supplying to others or class of drug involved).
- The Headteacher will take responsibility for any liaison with the media following the requirements of the Cognita Communications Officer.

## **Managing drug related incidents: routine arrangements**

### **Medicines**

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

### **Alcohol**

Pupils are not allowed to bring alcohol into school. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

### **Tobacco**

The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Pupils are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated.

### **Solvents**

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvent based products.

### **Illegal drugs**

No illegal drugs are permitted to be brought on to, or used on school premises. 'Legal Highs' are also not permitted or condoned in any circumstances.

## **Incidents**

A drug related incident (including 'legal highs') may include any of the following:

- A pupil who is suspected of being under the influence of a drug
- Finding drugs, or related paraphernalia on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug
- Use Rumours of drug possession supply or drug use
- Reports of drug possession supply or drug use

## **Guiding principles**

The Headteacher is responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.

Incidents will be dealt with after making an assessment of the situation and be reported to the Headteacher.

Appropriate support will be offered to those with substance misuse problems. Evidence of drug use or possession may result in exclusion.

The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

## **Procedures**

### **Medical emergencies (See Appendix A)**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The immediate priority will be the pupil's safety.

**Local police emergency: 999**

**Local police non-emergency: 0845 113 5000**

## Legal Drugs

The police will not normally be informed in incidents involving legal drugs, but we may take the decision to inform trading standards or the police about the inappropriate sale or supply of such items.

## Controlled Drugs (including NPS) (See Appendix B)

In taking temporary possession of suspected controlled drugs, schools carry out the following procedures:

- Ensure that a second adult witness is present throughout.
- Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.
- Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. Do NOT dispose of the substance since disposal can now only be done by the constabulary.
- Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken but the police advise that this is disclosed. The school should determine their position on this in advance to ensure consistency of approach.
- Record full details of the incident, including the police incident reference number if they are involved.
- Inform parents/carers, unless this is not in the best interests of the pupil.
- Identify any safeguarding concerns and respond appropriately.
- If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations

## Searching, Screening and Confiscations

(DfE: 2014) states that 'school staff can search a pupil for any item if the pupil agrees' noting that the ability to give consent may be influenced by the child's age or other factors. The

**Headteacher 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 a prohibited item. Prohibited items include alcohol and illegal drugs.**

**The law says that the person conducting the search may not require the pupil to remove any clothing other than outer clothing.** The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises.

## Support for pupils

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or that of their parent or carer. Such interventions may include consultation and subsequent referral.

## Recording

All incidents will be recorded on the Serious Incident Form within 24 hours. Forms will be stored confidentially in the Headteacher's office

## Confidentiality

Complete secrecy can never be promised to a pupil, though information given in confidence will only be disclosed to anyone else in the interests of Safeguarding. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process.

Staff are committed to protect a young person's anonymity where their disclosure may implicate others. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

Local Safeguarding Children Board (LSCB) policies and procedures must be followed.

### **Parental Substance Misuse**

Parental substance misuse has the potential to impact negatively on outcomes for children and young people. Hidden Harm: Responding to the Needs of Children of Problem Drug Users (ACMD: 2003) estimated that 2-3 per cent of children are affected by problematic parental substance use.

Where it is suspected that parents or carers are misusing substances and it is having an impact on the pupil, staff will report this to the DSL and the case will be treated as a safeguarding issue.

### **Staff training and support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The Deputy Head (Seniors) and/or the Head of Prep will organise training related to the identified needs of staff as required.

### **National Support & Advice from Organisations**

Drinkline: a free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 08009178282.

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: telephone 0800 800 222.

FRANK: national drugs awareness campaign to raise awareness among young people, their parents/carers [www.talktofrank.com](http://www.talktofrank.com). Schools can receive free resources, updates, newsletters etc.

Smokefree: NHS Smoking Helpline [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree).

For advice on First Aid/What to do in an emergency, FRANK: Advice on what to do to help someone who's having a bad reaction to drugs [www.talktofrank.com/emergency-help](http://www.talktofrank.com/emergency-help).

Resuscitation Council (UK): Guidelines for resuscitation procedures [www.resus.org.uk/pages/GL2010.pdf](http://www.resus.org.uk/pages/GL2010.pdf).

## **Links to other policies**

SEND

Safeguarding: Child Protection and Policy Procedures including Allegations against Staff

Compliments & Complaints Procedure

Learning outside the Classroom: Educational Visits

Accidents & Incidents Recording & Reporting

Health & Safety

Equality & Diversity

Data Protection

PHSEE Policy

School Exclusion Procedures

Supervision

Social, Moral, Spiritual & Cultural Development

Staff code of conduct

School disciplinary procedures

Anti-bullying

Use of reasonable force

## Appendix A : Drug situations – medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken harmful toxic substance, should be responded to as an emergency.

**The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. *If in any doubt, call medical help.***

### **Always:**

- assess the situation
- if a medical emergency, send for medical help and ambulance

### **Before assistance arrives**

#### *If the person is conscious:*

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

#### *If the person is unconscious:*

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

#### *For needle stick(sharps) injuries:*

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

### **When medical help arrives**

- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools*.

"Drugs" refers to all drugs including medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs



## APPENDIX B: Responding to incidents involving drugs

