



**The Trafalgar
School** AT DOWNTON



Drugs and Substance Misuse Protocol

The background to this protocol

Section 8 of the Misuse of Drugs Act 1971 advises schools to:

- have an actively implemented school drug protocol, in line with current guidance
- make sure that the drug protocol is understood by students, parents/carers, staff and the whole school community
- maintain vigilance over school premises and grounds
- keep a record of all drug incidents, and
- follow any advice from the local police.

Definitions

The definition of a 'drug incident' is the suspicion or evidence of any situation or specific event involving a drug. 'Drugs' refers to all drugs including medicines, volatile substances, alcohol, tobacco and illegal drugs.

Drug-related incidents could fit into the following categories:

- drugs or associated equipment are found on school grounds
- a student shows, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age
- a student is found in possession of unauthorised drugs or associated equipment
- a student is found to be supplying* an unauthorised drug on school premises
- a student, parent/carer, or staff member is thought to be under the influence of drugs
- a staff member has information that the illegitimate sale/supply of drugs is taking place in the school grounds
- a student discloses that they or a family member/friend are using drugs
- a parent/carer discloses a concern about their child's drug use.

*Within the context of the school drug protocol, the term 'supply' may be used to describe: students sharing drugs; students being coerced to supply drugs; a group of friends taking it in turn to bring drugs in for their own use; or students selling to others.

Prescribed Medication

Some students are required to take prescribed medication in school. This medication should be clearly labelled and taken to Student Services with clear instructions for administering. Students are allowed to administer asthma medication without medical supervision.

Roles and Responsibilities

For direct support within the school about drug related incidents, please contact Rachael Faulkner – Deputy Headteacher, who is the person responsible for managing drug-related incidents. Their role in relation to drug incidents is to:

- develop, consult upon, and apply the drug-related protocol
- provide support information, advice and guidance on drug-related issues within school
- to make sure that staff are issued with guidance about dealing with drugs and related equipment
- to make sure that staff have access to adequate training to fulfil their duties
- responsibility for managing the response to a drug-related incident
- liaise with outside agencies about drug-related incidents and drug education
- take the lead responsibility for monitoring and reviewing the protocol, as outlined.

Confidentiality and Safeguarding

All staff within the school must act on their duty of care if they believe that any student is at risk of harm due to their involvement with drugs or a drug-related incident.

Staff members need to take account of issues of confidentiality. If a student discloses information that is sensitive, not generally known, and which the student asks not to be passed on, staff should honour the request. The exception would be where it is necessary for teachers to fulfil their professional responsibilities in relation to:

- safeguarding and child protection
- co-operating with a police investigation
- referral to outside services.

Staff should make every effort to get the student's agreement to the way in which the school intends to use any sensitive information.

Drugs Education

The Subject Leader for PSHCE is responsible for Drugs Education at the Academy. The aims of drug education at the Academy are 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 among peers
- The complex moral, social, emotional and political issues surrounding drugs

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
- Devised problem solving and coping strategies
- Developing self-awareness and self esteem

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.

Student Welfare and Support

It is recognised that problems with drug use can affect any young person and may include:

- Accidental exposure to a substance or drug equipment (e.g. discarded needles)
- Parental or sibling drug misuse – it is recognised that drug misuse within the family can have a major impact on a child or young person
- Experimental or recreational use of a drug leading to problems such as accidents or assaults while under the influence, becoming involved with an older drug using group

- Developing a dependency on a drug, either physical or psychological
- Health related problems, either immediate such as collapse or unconsciousness, or longer term such as effects on breathing.
- Mental and emotional health problems, including depression and anxiety
- Exclusion from their peer group, negative effects on relationships and friendships.
- Difficulties with behaviour at school
- Involvement in criminality and/or anti-social behaviour

A young person's own drug use can be:

- The main cause for concern
- A symptom of a deeper more complex difficulty
- One of a number of inter-related issues or concerns

Following actions to preserve safety, the health and emotional needs of students will be considered. This will include offering support through the pastoral system to ensure a caring response to students in distress. Interventions will be considered if the school feels that any student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents. Such intervention could include consultation with parents and other agencies, possible case conference and subsequent referral to services that can provide early interventions either within the school setting or externally.

In all drug-related incidents, an appropriate member of staff should discuss the incident with the student and keep accurate records of the discussion. Staff should use their professional judgement, based on their relationship with the student and the nature of the incident, and seek advice if there is any doubt. If a discussion with the child identifies that the young person may have additional needs to be addressed, a Common Assessment may be useful to assess this further.

Vulnerable Young People

Young people having difficulties in their lives are more likely to begin drug use at an early age, more likely to become involved in using or supplying drugs, and more likely to be in households where parents/carers have drug problems.

Risk factors for young people include:

- Being looked after/in care
- Chaotic home environment
- Unstable accommodation or homelessness
- Parents/carers or siblings having drug problems and/or mental health problems
- Behavioural disorders
- School truants/refusers
- Exclusion from school
- Traumatic experiences such as abuse, neglect, bereavement, loss and family break-up
- Exploited through prostitution
- In contact with mental health and criminal justice systems
- Friendships with anti-social or older peers

Students living with associated risk factors will receive on-going support through the schools pastoral care and safeguarding provisions. Their welfare will be monitored regularly, and the school will be represented whenever possible at any multi-agency meetings.

Guidance for dealing with drug-related incidents

The document responding to Incidents Involving Drugs (2004) gives an outline of the appropriate responses to drug-related incidents and refers to the previously mentioned DfES publication Drugs: Guidance for Schools (DfES/0092/2004). The document responding to Incidents Involving Drugs gives a clear set of procedures to support staff dealing with drug-related incidents.

The following section of this protocol and guidance document supports the procedures outlined in the document responding to incidents involving drugs.

Personal searches

If a person is suspected of concealing illegal substances or other unauthorised drugs the member of staff should contact a member of the Pastoral Team who will alert the Deputy Headteacher on receipt of this information. In this instance it likely to be appropriate for a student to be asked to empty their personal

belongings in order that a bag or clothing may be searched. See section searches to personal property.

Every effort should be made to persuade the person to voluntarily hand over any drugs, or illegal substances, including tobacco in the presence of a second, adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, the Police may be called.

The Police may conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest. Staff members are not permitted to detain anyone without the person's consent.

Searches of school property

Staff may search school property, for example, students' lockers if they believe drugs or other restricted articles are stored there. However, staff should always seek prior consent and it is advised that a second adult witness is present. Individuals should be made aware that, if consent is refused, the school may proceed with a search. However, where the person has refused consent, the school will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy.

Searches of personal property

Staff are permitted to search personal property without the person's consent. If the school wishes to search personal property e.g. a bag or pencil case, it should ask for consent. If consent is not given the school has grounds to search the property or exclude a child given the school has only to provide 'reasonable proof' of an infringement to school rules.

Staff members who carry out a search of students' personal property are advised to do this in the presence of a second adult witness. Searches should be conducted in such a way as to minimise potential embarrassment or distress.

After any search involving students, the school should normally contact parents/carers, whether or not the result of the search is positive or negative.

The role of the Police

There is currently no legal obligation to report an incident involving drugs to the Police. However, not informing the Police may prove to be counterproductive for the school and wider community.

The school will contact the Police for help as and when this is felt to be necessary or appropriate. It must always involve the Police in the disposal of suspected illegal drugs.

Confiscating and disposing of illegal drugs

The law permits school staff to take temporary possession of a substance that they suspect is an illegal drug. This would be to prevent an offence from being committed or continued, relating to that drug, providing that all reasonable steps are taken to destroy the drug(s) or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession of suspected illegal drugs, staff should:

- make sure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and the name of the witness
- store it in a secure place, such as the school safe or other lockable container with access limited to senior members of staff
- without delay, inform the Police, who will collect it and then store or dispose of it in line with locally-agreed protocols. Note: The law does not require a school to divulge to the Police the name of the student from whom the drug(s) have been taken. Where the school does identify a student, the Police will be required to follow set internal Police procedures.

Staff members must not try to analyse or taste unknown substances. Police can advise on analysis and the formal identification, although this is normally carried out only if it will be needed as evidence within a prosecution.

If the school decides to take formal action against a student, the Police should make arrangements for the student to attend a local Police station accompanied by an 'appropriate adult' for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult, preferably a parent/carer or duty social worker, should always be present during interviews.

Alcohol and tobacco

Staff members can safely dispose of alcohol and tobacco on site.

What action to take if you find a discarded syringe or needle

Needles, syringes and other drug-related items are being increasingly discarded in the environment. If you find a needle or syringe don't:

- touch it
- ignore it
- hide it
- kick it down a drain

- put it in a dustbin, litter bin, or down a toilet.

If you feel the needle/syringe inform a member of the site team immediately who will dispose of the items appropriately. If the items present an immediate risk ensure that it is protected until it can be removed.

Informing parents/carers

In any incident involving illegal and other unauthorised drugs, staff will involve the child's parents/carers and explain how the school intends to respond to the incident and to the student's needs. Where the school suspects that doing this might put the child's safety at risk (or there is any other cause for concern for the child's safety at home), then the school should exercise caution when considering involving parents/carers. In any situation, where a student may need protection from the possibility of abuse, the school's child protection co-ordinator should be consulted and local child protection procedures followed.

The school will encourage parents/carers to approach the school if they are concerned about any issue related to drugs and their child. The school may refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as appropriate.

Parents/carers under the influence of drugs on school premises

When with parents/carers under the influence of drugs on school premises, staff should try to maintain a calm atmosphere. On occasion, a member of staff may have concerns about discharging a student into the care of a parent/carer. In these instances, staff should consider discussing with the parent/carer if other arrangements could be made, for example asking another parent/carer to accompany the child home.

The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour. Where the behaviour of a parent/carer under the influence of drugs places a child at risk (or the parent/carer becomes abusive or violent), staff should contact the Designated Safeguarding Lead.

Sanctions

The school denounces substance use and misuse, and every young person should be made aware of the consequences of any substance-related incident.

The school will apply a range of responses which may include, additional to a fixed term exclusion, support or counselling, which reflect the different kinds of substance-related offences.

Fixed period exclusions may be appropriate in some cases and a move to another school may be warranted when all other reasonable steps have been taken. The school will try to ensure that appropriate support exists in order that young people are not put at further risk following an exclusion.

As with other school rules it is important that young people should know what is and what is not allowed and any sanctions which may follow from substance use. Sanctions should be seen as consistent and fair concerning substance use on school premises.

Sanctions (see appendix)

If a student is found to be in possession of an illegal drug or substance, the sanctions are:

- A fixed period exclusion is used for any student found in possession of Class B or C drugs without medical prescription and notification of the School welfare staff.
The length of exclusion will depend upon the seriousness and circumstances of the offence. There are occasions when a period of exclusion is used for further investigation into an incident. Return to school will be conditional on parental acceptance of an individual social education programme. This might include loss of social time for a fixed period, counselling, referral to an external agency, working through a drug education work-pack, etc.
- A move to another school will be considered for any student found in possession of Class B or C drugs on more than one occasion.
- A move to another school will be considered for any student found in possession of Class A drugs (first offence).
- A move to another school will be considered for any student found to be 'dealing' drugs of any category in school - i.e. selling, sharing, distributing, etc.

The protocol and procedures apply at all times of the school day, including journeys to and from school and on all educational visits.

Appendix 1.0

Class A	Class B	Class C
Opium Heroin/methadone Cocaine/Crack cocaine LSD Ecstasy Magic mushrooms (processed) Class B drugs prepared for injection etc.	Amphetamines Barbiturates Codeine Cannabis Resin Cannabis Herb etc.	Benzodiazepines (minor tranquillisers, e.g. temazepam) GHB (gamma- hydroxybutyrate) Some stimulant, anti- depressant and anti- obesity medicines etc.