



## DRUG POLICY

This policy recognises the need to manage drug-related incidents and to provide drug education for all of the Multi Academy Trust population, including pupils, parents, Trustees, Governors and all staff.

### **The aims of this policy are to:**

- Clarify the legal requirements and responsibilities of the Trust
- Reinforce and safeguard the health and safety of pupils, staff and others who use the academies within the Trust
- Clarify the Trust's approach to drugs for all staff, pupils, Trustees, 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 Trust premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the responses 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 drug education programme and the management of incidents involving illegal and other unauthorised substances
- Reinforce the role of the Trust in contributing to local and national strategies

### **Policy application**

This policy applies to all members of the Trust community whilst on Trust premises, engaged in school activities or whilst representing any of the academies within the Trust. The Trust defines its boundaries as the school premises and grounds. The policy applies when members of the school community are engaged on a school visit, leaving the academy during school time or during a residential trip including trips abroad.

### **Terminology**

This policy uses the definition of a drug given by the United Nations Office on Drugs and Crime:

'A substance people take to change the way they feel, think or behave'.

This includes:

- All illegal drugs identified by the Misuse of Drugs Act 1971
- All legal drugs, including alcohol, tobacco, volatile substances (including those giving off a gas or vapour which can be inhaled)
- All over the counter and prescription medicines
- Guidance from DfE and ACPO drug advice for schools (September 2012)

The term 'misuse' is intended to refer to the use of substances in a way that is contrary to their intended or prescribed use, or in a socially inappropriate and unacceptable manner.

## **The Trust's approach**

The possession, use or supply of illegal and other unauthorised drugs, as designated by the Headteacher, within the school boundaries or when representing the Trust in an external setting is unacceptable and the Trust will take appropriate action when dealing with situations of this nature.

The Trust seeks to reduce the impact of risk factors associated with drug misuse by actively promoting:

- Regular attendance
- Strong and supportive pastoral organisation
- Strong and supportive social networks
- A balanced and appropriate curriculum
- Effective curriculum support organisation
- Supportive and safe relationships
- Good social skills
- Self-awareness and self-esteem
- Knowledge and understanding of the effects and risks of drugs
- Knowledge and understanding of general health and good mental health
- Knowledge of how to access help and information
- Participation in a extensive variety of extra-curricular activities
- Counselling and other support mechanisms

There are instances when drugs may be legitimately used in school. Some pupils may require medicines which have been prescribed for their medical condition during the school day. In these instances, the Trust's procedure on medication is followed.

## **Key Staff**

Mrs. L. Mellefont & Mrs N Harris (Assistant Principals - Southmoor)

Mrs. A. Johnston (Assistant Principal – Sandhill View)

Pastoral Manager

Year Leaders

Behaviour Support Staff

SENDCO

Learning Support Staff

## **Drug Education**

The aim of the drug education work within the Trust is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education within the Trust increases pupils' knowledge and understanding about:

- The short and long term effects and 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 about drugs

Drug education within the Trust develops pupils' personal and social skills to make informed decisions and to keep themselves safe and healthy, including:

- Assessing, avoiding and managing risk
- Communicating effectively
- Resisting pressure
- Finding information, help and advice
- Devising problem-solving and coping strategies

- Developing self-awareness and self-esteem

Drug education within the Trust enables pupils to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Drug education is taught through Personal Development and Science.

### **Guidance on responding to drug-related incidents**

Discovering a suspicious substance within the boundaries of an Academy within the Trust:

- Inform the Assistant Principal in school (or other member of the Leadership Team if unavailable) who will contact the police on telephone number 101.
- If appropriate, take possession of the substance and place it in a clear plastic bag (in the box file in the Academy Office) supplied by Northumbria Police. The bag should be sealed with a numbered tag and placed in the safe to await collection by the police. The whole procedure should be witnessed. Under no circumstances should staff try to identify substances by sniffing or tasting them.
- The details should be recorded in the Substance Collection Log Book (in the box file in the Academy Office). A suitable witness should sign the log book. The police will collect, store and dispose of the substance. The law does not require the Academy to divulge the name of the pupil to the police.

### **Disclosure of drug use (personal or another person)**

Where a young person discloses to a member of staff that he or she is taking drugs, the member of staff must make clear that there can be no guarantee of confidentiality and that the young person's welfare is paramount. Efforts should be made to gain the young person's trust and to explain to them that any agency or person involved will be engaged in order to offer help and support. The young person should be informed about possible options for help and told what information is going to be passed on and to whom. The Assistant Principal should be informed, so that action can be discussed, agreed and co-ordinated.

### **Discovering a person is in possession of a substance**

If a person is found to be in possession of a suspicious substance, the individual and the substance should be taken to the Assistant Principal as soon as possible. If this is not possible, you should take possession of the substance and place it in a clear plastic bag (in the box file in the Academy Office) supplied by Northumbria Police. The bag should be then sealed with a numbered tag and placed in the school safe to await collection by the police. The whole procedure should be witnessed.

Under no circumstances should staff try to identify substances by sniffing or tasting them. The details should be recorded in the Substance Collection Log Book (In the box file in the school office). A suitable witness should sign the log book. The police will collect, store and dispose of the substance. The law does not require the Academy to divulge the name of the pupil to the police.

## **SEARCHING WITH CONSENT**

### **Schools' common law powers to search:**

Academy staff can search pupils **with their consent** for any item which is banned by the Academy rules.

1. Schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.
2. If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher should inform the Assistant Principal to sanction further action.

## **SEARCHING WITHOUT CONSENT**

The Headteacher or a member of Academy staff who is authorised by the Headteacher can search. But:

- a. they must be the same sex as the pupil being searched; and
- b. there must be a witness (also a staff member) and, if at all possible, they should be the same gender as the pupil being searched. For example, it is possible for a female teacher to witness a search of a male pupil where there is only one male member of staff in a school or taking part in a school trip.

If the young person refuses permission to be searched then the Academy has the right to bring in the police. The police should then be notified who will collect, store and dispose of the substance. The law does not require the Academy to divulge the name of the pupil to the police. Further action will be discussed and agreed.

### **Discovering that a person is dealing in suspicious substances**

The process is the same as that outlined above for being in possession of a substance. If a pupil sees someone dealing in suspicious substances they should report it to the Assistant Principal.

### **Discovering that a person is intoxicated**

If a person is found to be intoxicated, the Academy First Aid procedure will be put into effect. Parents will be contacted and pupils removed from school if appropriate.

### **Parental/Carers use of drugs**

The Trust recognises that some of the young people may have parents or guardians who are substance users and misusers. If the Trust feels that a young person is at risk the usual safeguarding criteria will be applied. Opportunities will be provided for the young person to talk through concerns and be given appropriate support. Where a parent/carer is suspected of being under the influence of drugs on Trust premises you should inform the Assistant Principal and Northumbria Police on 101. If appropriate, take possession of any suspicious substance and place it in a clear plastic bag (in the box file in the Academy Office) supplied by Northumbria Police. The bag should be then sealed with a numbered tag and placed in the safe to await collection by the police. The whole procedure should be witnessed. Under no circumstances should staff try to identify substances by sniffing or tasting them. The details should be recorded in the Substance Collection Log Book (in the box file in the Academy Office). A suitable witness should sign the log book. The police will collect, store and dispose of the substance. The member of staff should make a written record of the circumstances of the incident and pass this on to the Assistant Principal (or a member of the Leadership Team) as soon as possible.

### **Police involvement**

The Trust has no legal obligation to report to the police any incident involving drugs. As a general rule the matter will be resolved internally but the police will be routinely informed and consulted in all instances.

The police should be actively involved when a pupil is in possession of drugs or found to be dealing in drugs.

A pupil's name should be divulged to the police when a pupil is in possession of drugs or found to be dealing in drugs.

The police should always be involved in the disposal of suspected illegal drugs.

### **Use of Police Dogs**

There must be specific evidence or intelligence to suggest the presence of drugs within the Trust or on persons on Trust premises. Any evidence (eg. hearsay) should be entered into the Drugs Book in the Academy Office.

The use of police dogs can be sanctioned only by the Assistant Principal (or one of Leadership Team if unavailable). Searches should normally only take place within empty rooms and the dogs should not come into direct contact with pupils or staff.

The Assistant Principal (or substitute) will accompany the search team.

The following announcement should be read by the Assistant Principal (or substitute) to the class:  
“We have reason to believe that there may be illegal drugs in the room. We have taken the decision to use the Police drugs dog team. If any of you are in possession of illegal drugs you should own up now.” (pause – for response)

If there is no response:

“You must leave all coats (including blazers), bags and possessions in this room. You will line up outside of the room while the search is conducted.”

Once the pupils are removed from the room the police drugs dog is allowed to search the room and the belongings. The Assistant Principal (or substitute) will stay in the room while the search is conducted. If a pupil needs to be searched by the police, a place of privacy will be made available. The police will deal with any person found in possession of illegal substances.

A debrief will be conducted between the police and the Assistant Principal (or substitute) at the conclusion of the event.

### **The needs of the pupils**

Pupils have access to up-to-date information about drugs and on sources of help through the National Curriculum in Science, school assemblies and Personal Development time activities, Children’s Services, learning mentors, displays and events organised throughout the school year.

### **Confidentiality**

It must be made clear to pupils that staff cannot promise total confidentiality. If a pupil discloses information which is sensitive and which the pupil asks not to be passed on, the request should be honoured unless this is unavoidable in order for staff to fulfil their professional responsibilities with regard to: child protection; co-operating with a police investigation; referral to external services. Efforts should be made to secure the pupil’s agreement to the way in which the Trust intends to use sensitive information.

If the matter concerns a child protection issue then the guidelines of the safeguarding policy must be followed.

### **Involvement of parents/carers**

Parents/carers are made aware of the Trust’s approach and the rationale for drug education through, for example, newsletters, blog, website, open evenings and the reporting procedure.

### **The role of Trustees / Governors**

Trustees and Governors are aware of the drug policy through the consultation process, through meetings and circulation of policy documentation. The Trustees / Governors will be informed of incidents involving drugs at the discretion of the Headteacher. Trustees / Governors will be involved in appeals against exclusions that result from offences involving drugs.

**Last review date:** 17.03.21

**Person Responsible:** Lisa Mellefont (Assistant Principal – Southmoor)  
Allison Johnston (Assistant Principal – Sandhill View)

**Associated Policies:**

Behaviour Management  
Health & Safety  
Safeguarding