

## Drug & Alcohol Policy

### North Bridge House Senior School

September 2016



### KEY FACTS:

- ✦ This policy's purpose is to set out North Bridge House Senior School's Drugs & Alcohol policy.
- ✦ It outlines the School's approach to educating pupils about drugs and alcohol within a framework of good practice.
- ✦ It links to other key policies.
- ✦ While promoting pupils' wellbeing, it sets out how to develop clear procedures for dealing with incidents.
- ✦ It outlines the law relating to drugs and psychoactive substances
- ✦ The policy reflects the School's setting and community needs.
- ✦ A range of stakeholders have been involved in the consultative process.
- ✦ The Policy has been signed off in governance by the Assistant Director of Education for the School.
- ✦ 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).
- ✦ A named member of staff (Deputy Headteacher, Pastoral & Designated Safeguarding Lead) should oversee incidents.
- ✦ Local Police Contact: PC Nick Dayton 020 8721 2779

## 1 Introduction

- 1.1. The aim of a drug and alcohol misuse policy is to acknowledge and clarify the school's role in drug prevention and education and ensure it is appropriate to meet pupils' needs.
- 1.2. The school policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils needs to receive up to date, relevant and accurate information as well as support.
- 1.3. This policy should be read in conjunction with the PSHEE/SMSC policies, medicines, health and safety, SEN and Disability as well as the school's statement of behaviour and sanctions.

## 2 Statutory Duties

- 2.1. Schools have a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing drug misuse as part of their pastoral care.
- 2.2. Although there is no statutory requirement to have a drug policy, it is the advice of the DfE, and a requirement for all Cognita schools, that they should have one as a clear procedure for managing any incidents. It is essential to protect staff, parent/carer(s) and children and young people.

- 2.3. Alcohol and tobacco education is non-statutory for independent schools in as far as it is included in National Curriculum Science; to which independent schools are not required to adhere. All Cognita schools should, however, include such matters in their curriculum offer.
- 2.4. While there is no specific requirement to hold a no-smoking policy per se, Cognita Schools are required to continue to maintain as such. This includes offsite trips and visits. Furthermore, practitioners must not be under the influence of alcohol or other substances.

### 3 Framework

- 3.1. The purpose of the policy is to identify the functions of the policy, showing how it reflects the whole school ethos and the whole school approach to pupil health and wellbeing.
- 3.2. The policy applies to all visitors, staff, pupils, parents/carers, those in a governance role for the school and partner agencies working with the school. The policy applies to any contractors working on site and to anyone hiring the school premises or running a club on site.
- 3.3. The policy includes school trips and those travelling on the school bus/public transport as part of a school trip, pupils in pre and post statutory education and learning, after school clubs and all who use the facilities of the school.
- 3.4. The policy should be read in conjunction with the:
  - Exclusion Policy
  - PSHEE Policy
  - School Behaviour Policy & Statement of Principles
  - Safeguarding Policy
  - Healthy & Safety Policy
  - Curriculum Policy
  - Learning Outside the Classroom/Educational Visits Policy
  - Staff Code of Conduct
- 3.5. Drugs here are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc.
- 3.6. New Psychoactive Substances (NPS). These are designed to mimic the effect of illegal substances. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. New psychoactive substances are included in the policy as unauthorised substances and will be treated as such. The Government's response to the expert panel report on the new psychoactive substances review (2014) sets out proactive work to tackle these drugs. In addition to

the introduction of the Psychoactive Substances Act 2016, more than 500 NPS have been banned under the Misuse of Drugs Act 1971;

### **4 The school's stance on drugs, health and the needs of pupils**

- 4.1 The School will not tolerate the use, misuse, possession or supply of illegal substances, or any action promoting these.
- 4.2 It is inappropriate and unacceptable for young people to bring substances into school, have them on their person, consume them before, during and after school and on the way to or from school, including on school visits etc.
- 4.3 The school believes that the possession and/or use of such 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 school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.
- 4.4 Cognita Schools has a strict no smoking policy.
- 4.5 The minimum age for smoking is 18 and schools are subject to the same smoke free legislation as other premises.
- 4.6 The School Planner, Behaviour and Exclusion Policy includes as a serious offence: smoking, illegal drugs (possession and/or use ) or alcohol (consumption or possession).
- 4.7 the school rules with regard to authorised drugs and make links to the school policy on medicines.

### **5 The Law on Drugs & Psychoactive Substances**

#### **5.1 Misuse of Drugs Act 1971**

It is an offence:

- To offer or supply drugs to another person
- To be in possession of drugs or to possess drugs with the intention of supplying them to another person
- For the occupier or manager of premises knowingly to permit the use of drugs on those premises or to allow their supply or production

#### **5.2 Psychoactive Substances Act 2016**

So-called "legal highs" (psychoactive substances) are substances which seek to mimic the effects of drugs such as cocaine and ecstasy, but are not currently controlled as class A, B, or C drugs. It is now illegal to supply any so-called "legal highs" for human consumption. This includes selling them or giving them away for free (even to friends) when they are going to be taken for their psychoactive effects. Police will take action where they find people committing these offences.

- 5.3 Any incident involving the use, misuse, possession or supply of illegal substances or any action promoting these will be referred to the Headteacher who will take appropriate action, which may involve exclusion from the School in accordance with the School's Exclusion Policy.

### **6 Drug Education Policy**

- 6.1 The school provides a planned drug education programme delivered by teachers and supported where appropriate by other guest speakers agencies with an expertise in the field as part of the School's PSHEE curriculum and the Science curriculum.
- 6.2 The school actively cooperates with agencies such as the Local Authority, police, health and drug agencies, including any projects or voluntary & independent sector providers who are commissioned to work with schools.
- 6.3 The school has a commitment to providing staff with access to ongoing advice, support and training as part of their own professional development.

### **7 Staff support and training**

- 7.1 The school has a commitment to providing drug awareness training in the induction of all staff working at the school and for anyone in a governance role.
- 7.2 There are continuing professional development opportunities for drug education teachers and a commitment that all First Aiders are up to date on drug-related First Aid.

### **8 Management of an incident**

- 8.1 The School will inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- 8.2 If a pupil is suspected of being under the influence of drugs or alcohol on school premises, the School will prioritise the safety of the young person and those around them. If necessary it will be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Depending on the circumstances, parents or the police may need to be contacted.
- 8.3 If the child is felt to be at risk the Safeguarding Policy will come into effect and social services may need to be contacted.

### 9 Dealing with drug paraphernalia and suspected illegal and unauthorised drugs including storage, disposal and safety guidance for staff.

9.1 In taking temporary possession and disposing of suspected controlled drugs the School will:

- ensure 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 witness present
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols

9.2 The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;

- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this is not in the best interests of the pupil
- identify any safeguarding concerns and develop a support and disciplinary response

9.3 Parents/carers under the influence of drugs on school premises will be asked to leave the premises. If a pupil's safety is considered under threat, including incidences of parental drug or alcohol misuse, the Designated Safeguarding Lead will be informed in accordance with the school's Safeguarding Policy.

## 10 Searches

10.1 Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it will be treated as a controlled drug. The School is not required to inform parents before a search takes place or to seek their consent to search their child. There is no legal requirement to make or keep a record of a search.

### 10.2 Searching with consent

School staff can search a pupil (including his/her bag or locker) for any item if the pupil gives consent. This does not need to be formal written consent.

If, when a teacher suspects a pupil is in possession of a banned item, the pupil refuses to co-operate with a search, the teacher can apply an appropriate punishment as set out in the school's behaviour policy.

### 10.3 Searching without consent

Headteachers and authorised staff have a statutory power to search pupils or their possessions, without consent, where they suspect that a pupil has a prohibited item. Prohibited items include alcohol, illegal drugs, stolen items, tobacco and cigarette papers, any article that the member of staff reasonably suspects is likely to be used to commit an offence or cause personal injury or damage to the property of any person (including the pupil). Staff can also search for any items banned by the school and listed in the school's behaviour policy.

### 10.4 During a search

The pupil must be on school premises or in a place where the member of staff has lawful control or charge of the pupil, such as on school trips or in training settings. **The powers do not apply outside England.**

- The person conducting the search may not require the pupil to remove any clothing other than outer clothing.
- A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- Schools are able to search lockers and desks for any item provided the pupil agrees. If the pupil does not consent, it is possible to search a desk or locker but only for the prohibited items listed above.
- Members of staff can use reasonable force when conducting a search for prohibited items.

### 10.5 After the search: retaining, returning and disposing of items

Staff may retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. For example, alcohol, fireworks, tobacco or cigarette papers may be disposed of. These items should not be returned to the pupil.

There is no legal requirement to keep a record of the search.

### **11 Police involvement**

11.1 Controlled drugs will be passed to the police unless the member of staff believes there is good reason to dispose of them.

### **12 The needs of pupils**

12.1 Pupils have access to and knowledge of up-to-date information on sources of help as part of the system of Pastoral Care as well as the PSHEE Curriculum and school displays.

12.2 This includes local and national helplines (including FRANK for drugs, NHS Smoking Services for tobacco and Drinkline for alcohol), youth and community services and drug services.

### **13 Information sharing**

13.1 If a pupil's safety is considered under threat, including incidences of parental drug or alcohol misuse, the Designated Safeguarding Lead will be informed in accordance with the school's Safeguarding Policy.

### **14 Involvement of parent/carer(s)**

14.1 Parents will be contacted by telephone as part of the incident response to any incident involving illegal and other unauthorised drugs. The School encourages parental involvement in developing and reviewing the policy and the drug education programme and feedback is requested at Parental Engagement events, Information Evenings and parent communications.

### **15 Liaison and working with other agencies**

15.1 A senior member of staff who is responsible for the school's drugs policy or a member of authorised staff will liaise with the police and agree a shared approach to dealing with drug-related incidents.

15.2 The police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

15.3 Pupils and their families will be offered targeted and specialist support and contact details of agencies who are able to offer this (see Appendix D).

### 16 Staff conduct and drug use

16.1 Staff are expected to conduct themselves in keeping with the School's policy in relation to staff drinking, smoking and other drug use in line with the Cognita HR policy and code of conduct.

16.2 This includes:

- Maintaining the highest professional standards at school social events and they must not continue to socialise with pupils after the official finishing time or at alternative locations.
- Not drinking alcohol on school premises unless at an approved School function.
- Not drinking alcohol on school trips.
- Not engaging in criminal offences, including those involving possession or use of illegal drugs.

### 17 The role of the Headteacher

17.1 The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Assistant Director of Education 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.

17.2 In cases of substance misuse or supply on the premises during the school day or during school visits, the case will be discussed with the young person and a written record taken (see Appendix A). Parents/carers will be informed by the Headteacher as soon as possible. The support of outside agencies will be sought if appropriate.

17.3 While there is no legal obligation to inform the police, they may be involved at the discretion of the Headteacher in consultation with the Assistant Director of Education and staff who know the young person well. The school will consider each incident individually and will employ a range of responses to deal with individual incidents. The Assistant Director of Education will be involved in all drug-related incidents as they are concerning other matters relating to the school.

17.4 The Headteacher should take responsibility for any liaison with the media following the requirements of the Cognita Communications Officer.

### 18 The role of the Assistant Director of Education

18.1 The Assistant Director of Education has a responsibility with regard to policy development and annual review and oversight of the drug education programme, and any contribution to any case conferences called, or formal reviews against the application of the school's exclusion procedure.

18.2 The Assistant Director of Education will be informed if there are incidents involving drugs at the School

### 19 Confidentiality

19.1 Schools are an important source of support for pupils experiencing problems with drugs but will ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others.

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

19.3 **Staff cannot and should not promise total confidentiality.** There are important reasons why personal and sensitive information needs to be shared in relation to Child Protection (e.g when working with the police, referral to external agencies etc). The Data Protection Act and Crime and Disorder Act all allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second.

19.4 However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent. If a decision is taken to share confidential information, a written record of any concerns including the reasons for breaching a pupil's confidentiality will be made.

### 20 Related Policies, Guidelines, Templates and Forms

- Special Educational Needs
- Safeguarding: Child Protection Procedures
- Safeguarding: Dealing with Allegations of Abuse against Teachers & Other Staff
- Compliments & Complaints Procedure
- Learning outside the Classroom: Educational Visits
- Accidents & Incidents Recording & Reporting
- Health & Safety
- Equality & Diversity

- Data Protection
- PHSE 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**

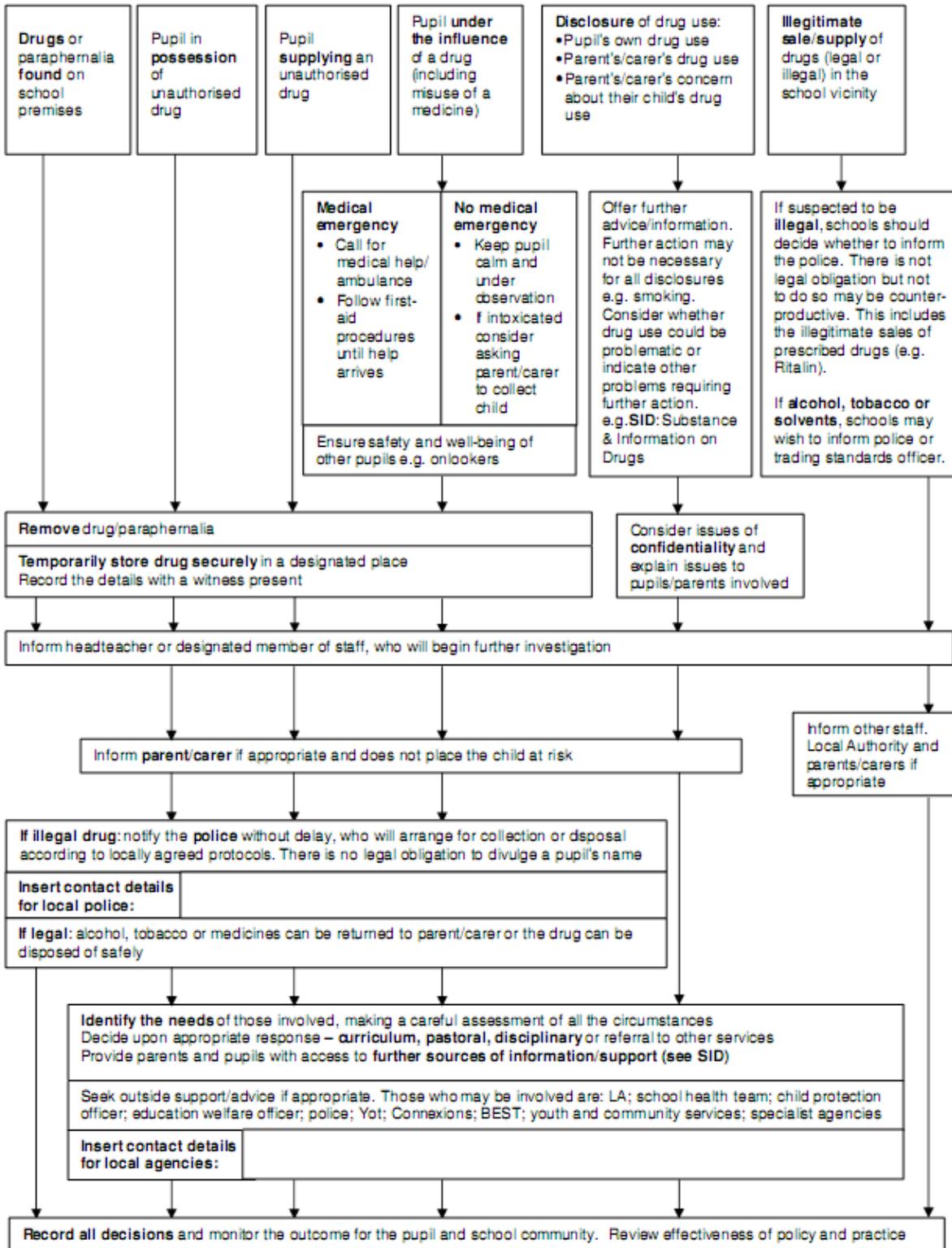
- pass on any information available, including vomit and any drug samples

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



### Appendix C: Record of incident involving unauthorised drug

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the pupil involved
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises       | <input type="checkbox"/> | Pupil disclosure of drug use           | <input type="checkbox"/> |
| Emergency/intoxication                               | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug             | <input type="checkbox"/> | Parent/care expresses concern          | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

Ambulance/Doctor called? YES NO  
(Delete as necessary)

First Aid given by: .....

Called by: ..... Time: .....

<b>Drug involved (if known):</b> (eg. Alcohol, paracetamol, Ecstasy)	Drug found/removed? YES / NO Where found/seized: ..... .....
Senior staff involved:  ..... .....	Name and signature of witness: ..... ..... Disposal arranged with (police/parents/other): ..... ..... At time:  If police, incident reference number:

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):
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Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)
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### Appendix D

#### Useful Support Organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day) Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with

their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com  
Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**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, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

**Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>