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**Lincolnshire  
Safeguarding  
Children Board**

## **Model School Drugs Policy**

### **Introduction**

This Lincolnshire Safeguarding Children Board (LSCB) model policy is designed to promote a consistent approach to the management of drug-related incidents within Lincolnshire Schools and Academies. It ensures a proactive and effective response that safeguards and promotes the wellbeing of young people; as well as minimising the risk of further incidents.

It is underpinned by the latest guidance from the Department for Education (DfE) and the Association of Chief Police Officers (ACPO) which frames drugs-misuse in safeguarding terms and stipulates that permanent exclusion should not be the 'automatic response' to incidents. It guides schools in ensuring that the response to drugs-misuse is robust, rational and safe.

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Date of policy: 19<sup>th</sup> October 2016

Approved by governors: 19<sup>th</sup> October 2016

Review date: October 2018

(Every two years or earlier if required by changes to legislation or DfE guidance)

### **Staff responsible for drugs issues**

The PSHE lead is responsible for the development, monitoring and review of the drugs education curriculum; supporting and training staff and liaising with external agencies to strengthen the curriculum delivery. The Designated Safeguarding Lead (DSL ) has overall responsibility for drugs issues, including:

- developing, monitoring and reviewing the drugs policy
- ensuring robust multi-agency Early Help Assessments and plans are in place in order to provide additional support for children and young people at risk of drugs misuse.

There is also a governor with a lead on drugs issues who liaises with school about curriculum and policy.

## Links to other policies

The policy should be read in conjunction with the following policies: PSHE, Staff Code of Conduct, Health and Safety, Behaviour, Safeguarding and Child Protection, Administration of Medicines, Prohibited Items. (School to align with existing policies as appropriate)

## Definition of drugs

The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave." This refers to all drugs:

- Legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (solvents), poppers and psychoactive drugs ("Legal highs")
- Misuse of over the counter and prescription medicines
- Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including ecstasy, cannabis, crack/cocaine, ketamine, khat, heroin and LSD
- And other drugs such as anabolic steroids

Throughout this policy, the term 'drugs' is used to refer to all of the above.

Definition of other key words:

'Drug use' describes any drug taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or school rules, or future health problems.

'Drug misuse' is drug taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumptions and/or dependence.

## Why a policy is needed

We recognise that drug misuse can have a serious effect on health, wellbeing and academic progress. It is the responsibility of the school to play a role in drug prevention and education and help reduce the harm from drugs; as well as help those who misuse drugs, or who are at risk of drug misuse. The DfE advises all schools to have an up to date drugs policy, **consistent with national and local guidance**.

## Aims of the policy

We take a positive and proactive approach to the issue of safeguarding and promoting the wellbeing of children and young people and this policy aims to:

- Give a clear view on the responsibilities of the school and legal requirements with regard to drugs issues
- Give guidance to teachers, support staff and visitors about drugs education
- Give clear direction regarding safeguarding children and young people at risk from drugs
- Provide information so that everyone is clear about the school's overall approach to drugs and its procedures should an incident occur

## **How the policy was developed and the consultation process**

The policy is based on consultations with staff, school council, parents/carers and governors. It is also informed by a consultation at Lincolnshire County Council involving the LCSB, school senior leaders, Young Addaction and the Pupil Reintegration Team (PRT).

National guidance including the DfE and ACPO Drug Advice for Schools (2012) and statutory Exclusion Guidance (2012) has been taken into account, as well as Lincolnshire's School Administration Handbook.

## **Approach to tackling drugs**

We take a whole school approach to drugs through:

- A planned drugs education programme within PSHE
- Clear rules and sanctions related to drugs which are understood by the whole school community
- Training and support for staff
- An Early Help response as soon as we, or the young person or their family, have a worry regarding drug-related issues
- Carefully considered responses to drug-related incidents, both on an individual, and whole school basis
- Access to specialist support and advice when required

## **Aims of Drug Education**

We aim to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. We also aim to reduce the number of young people misusing drugs and to help those concerned about drugs to get help and advice.

To achieve this, our drugs education programme will help pupils to:

- Gain knowledge and understanding about the effects and risks and dangers of drugs and correct myths and misconceptions
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness, refusal skills and helping others
- Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences

## **Training and support for staff**

All staff that deliver drugs education have opportunities to participate in training through a range of CPD activities, including INSET, team teaching, observing other teachers, trialling new resources and carrying out action research. We take advantage of the support, advice and training provided by Lincolnshire's 'Stay Safe Partnership' and through the local Young Addaction.

All staff are made aware of the drugs policy at the start of the year and have access to drugs awareness training.

## Management of drugs in school

This school does not permit the possession, use of or supply of any illegal drug, nor the misuse of any legal drug which takes place within the school boundaries. This covers: on or near the school premises, within the school day, on school visits (supervised or not), residentials, work experience and at school social events.

There are circumstances when some legal drugs are authorised for a specific pupil's use in school and these are covered elsewhere in the Administration of Medicines policy.

These rules apply equally to staff, pupils, parents and carers, governors and those working in or visiting the school.

In accordance with Safer Working Practice Guidance (2015), this is a smoke-free school and pupils, staff, parents and visitors are not allowed to smoke on school premises. Alcohol is not an authorised drug for any pupil. This includes 6<sup>th</sup> form pupils who are not permitted to drink alcohol at school social events or on school journeys. Staff accompanying pupils on trips are not permitted to drink when responsible for pupils. There are occasions when alcohol may be authorised for staff, such as for some school functions and staff social events.

## Management of drug-related incidents

In this school, a drug-related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy. Incidents can include emergencies, observations and discovery, disclosure, and concerns that need to be investigated further.

## School responses to drug-related incidents

In all drug-related incidents the following principles will apply:

- The Headteacher and Designated Safeguarding Lead (DSL) will be informed immediately
- All situations will be carefully considered before deciding a response
- Permanent exclusion will not be the automatic response and will only be considered in the most serious cases
- Before any decision to permanently exclude is made, an Early Help Assessment will be completed to ascertain support needs for the child and family; and advice will be sought from the Pupil Reintegration Team (PRT)
- The health and safety needs of the pupil will always come first, whilst also taking account of the health and safety needs of the school as a whole
- Parents/carers will be involved at an early stage and throughout any investigation (unless this would not be in the pupil's best interest)
- When appropriate, a referral will be made for the pupil to Young Addaction (01522 305768)
- Decisions about the sanction will depend on whether the offence is one of a series, or a first time, and whether the pupil was in possession or supplying
- The Headteacher in consultation with DSL will decide whether a disciplinary and/or counselling consequence should follow

Possible responses might be:

### (i) Support

Support is provided for pupils who have concerns about their own or their family's drug use. We will assess the needs of the pupil and the agencies required to meet these by undertaking an Early Help Assessment. This form of support will also be provided to those who have been involved in a drug-related incident which is in breach of school

rules. Pupils who have been involved in the incident will participate in a specific drug education programme and may be referred to Young Addaction if needed.

## **(ii) Sanctions**

Where a school rule related to drug use is broken, sanctions will be given. The type of sanction will depend on the nature and degree of the offence. Decisions about sanctions will be made by the Headteacher and be consistent with the behaviour policy. The school uses a range of sanctions including withdrawal from activities, internal exclusion, community service, fixed term exclusion, suspended permanent exclusion, permanent exclusion. The latter will be considered only in exceptional cases, such as dealing illegal drugs where the risk to others cannot be managed in any other way. Safeguarding the young person and ensuring their entitlement to a full time education is paramount; and therefore permanent exclusion will be used as a last resort after all other approaches have been considered.

## **Procedures for managing incidents**

### **➤ Reporting a drug-related incident**

All drug-related incidents are reported, in the first instance, to the Headteacher and DSL.

Although there is no legal obligation to report an incident involving drugs to the police, we will inform police immediately about any incident involving a suspected illegal drug. Incidents involving legal drugs will remain school matters, although we will contact [tradingstandards@lincolnshire.gcsx.gov.uk](mailto:tradingstandards@lincolnshire.gcsx.gov.uk) about the sale of tobacco, alcohol, legal highs and solvents to under age pupils by local shops.

### **➤ Recording the drug-related incident**

In all drug-related incidents, the Headteacher and DSL will record the responses, including the use of sanctions and/or counselling and support.

### **➤ Medical emergencies when a student is unconscious as a result of drugs use**

The pupil will be placed in the recovery position and an ambulance called. Staff with first aid qualifications should be called immediately but the pupil must not be left alone. Parents/carers will be informed and called to the school. An assessment of the incident will be started, including finding out whether a substance has been taken.

### **➤ Intoxication, when a student is under the influence of a drug**

The pupil will be removed to a quiet room and not left alone. The first aider and DSL will be called. The pupil will be helped to calm down and medical assistance sought if necessary. Parents/carers will be informed and called to the school. In most cases, the pupil will then be taken home with the absence coded C as a special circumstance .

### **➤ Discovery/observation**

This refers to situations when a pupil is discovered using, supplying or holding a substance that is not permitted on school premises and which is described in this policy (suspected or confirmed)

If the substance is suspected to be illegal, staff can take temporary possession of it

- the substance will be confiscated, **in the presence of a second member of staff as witness**
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present, and stored in a secure location (e.g a safe or lockable container) with access limited to the Head and DSL

- the pupil(s) will be supervised within a safe space in school and an investigation undertaken, pending advice from the police
- details of the incident will be recorded, including the police incident reference number
- the pupil's parents/carers will be asked to come into school, unless it is not in the best interests of the child to inform them

If the substance is legal (but unauthorised in school) it will be disposed of or handed to the parent/carers.

## Searches

Staff are allowed to confiscate pupil's property where reasonable to do so, including substances, whether controlled or not.

- If a member of staff has reasonable grounds for suspecting that a pupil is carrying illegal drugs on them or in their personal property, they will ask the pupil to voluntarily produce the substance, in the presence of two members of staff.
- When a search is required, any staff involved must be authorised by the Headteacher to undertake it and, the staff member conducting the search should be the same sex as the pupil and should carry out the search in the presence of another member of staff, who should also be of the same sex as the pupil being searched if at all possible.
- An authorised member of staff may carry out a search of a pupil of opposite sex and without a witness **only** where he/she believes there is a risk of **serious harm** to another person if the search is not carried out immediately and it is **not reasonably practicable** to summon another member of staff.
- The power to search on suspicion and without consent enables a personal search, involving removal of outer clothing only and searching pockets, but not an intimate search, which only a person with more extensive powers such as a police officer may carry out. Outer clothing means clothing that is not worn next to the skin or worn immediately over underwear, but would also include hats, shoes, boots, gloves and scarves.
- If, during the search an object is observed in e.g. a trouser pocket, the pupil can be asked to bring it out and show it. If the pupil refuses, or alleges assault, the search should stop and the police be called (*Screening, Searching and Confiscation*, DfE, 2014)

The search will take place in school or where staff have lawful control of pupils.

We will keep a record of the search and inform parent/carers if a substance is found, although there is no legal requirement to do this or to inform parents/carers before or after a search.

Teachers can search pupils' lockers or possessions without consent where they have reasonable grounds to suspect that drugs have been stored there. The decision to search must be authorised by the Headteacher. The search should be witnessed by another member of staff; unless there is risk of serious harm to another person if the search isn't carried out immediately and it is not reasonably practicable to call another member of staff. The searcher and/or the witness need not be the same sex as the pupil. The pupil must be present.

## Dealing with drug-taking materials

School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.

Pupils are taught what to do if they come across needles on the school premises and know not to touch needles and to inform a member of staff immediately.

## Disclosure

Disclosure refers to when a pupil discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.

In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare. An Early Help Assessment will be undertaken. Pupils know that teachers cannot promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about the pupil will only be given to key staff and no one else, unless the pupil gives their consent. The DSL will coordinate the most appropriate support including referral to specialist services.

## **Suspicion/rumour**

Staff should not assume use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

## **Intoxicated parents/carers**

Our schools rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to collect. If we are concerned that a pupil is in imminent danger, we will contact emergency services on 999. We will also follow our Child Protection procedures if we are concerned about risk of harm.

## **Needs of pupils**

We are sensitive to the needs of pupils whose parent/carers or family members have problems with drugs. Where problems are observed or suspected or a pupil discloses problems, we will assess the pupils' welfare and support needs, and if needed, involve external support for the child and, where appropriate, for the family. This will be done via an Early Help Assessment.

## **Confidentiality**

Pupils need to be able to talk in confidence to staff without fear of being judged or told off. The welfare of young people will be central to our policy and practice, however, teachers cannot promise total confidentiality and this is made clear to pupils through the PSHE programme.

If a pupil discloses to a member of staff he/she is taking drugs or is concerned about drugs, they will refer the student to the DSL and appropriate support will be offered, e.g. referral to a specialist agency. This information is given only to the DSL and the Headteacher.

If staff are concerned that a child's safety is at risk, they will follow the school's child protection procedures.

The school displays information about local drug and alcohol services that offer confidential information, advice and treatment.

## **Working with parents/carers**

We believe that parents/carers have an important role in supporting their child's drug education. We involve parents/carers through a range of activities, such as

- Giving information about what is taught
- Involving them in reviewing the drugs policy
- Giving information about drugs and local sources of help
- Providing parent workshops about drug education and talking to their child about drugs

A copy of this policy is on the school website with hard copies available on request.

Parents/carers will be informed immediately if their child has been involved in a drug-related incident. However, there may be some exceptional situations where involving the parents may put the young person at risk of abuse and in these exceptional cases, the school will exercise some caution. The decision will be taken by the Headteacher, in liaison with the DSL, with the child's welfare a priority.

## **Involving Police**

In most cases a drug-related incident will be a school, rather than a police matter. However we work closely with community police and will contact them immediately if an illegal (or suspected illegal) drug has been found or illegal drug dealing is taking place. We will only call 999 in an emergency.

## **Reviewing the Policy**

This policy is reviewed every two years in line with school protocols. If an exceptional incident should occur, the policy is reviewed in the light of that incident.

## **Disseminating the policy**

The policy is on the school's website and drawn to the attention of all pupils, parents/carers and staff on an annual basis. New pupils and their families are familiarised with it as part of their induction.

Copies of the full policy are in the staff handbook, the Governors' handbook, as well as on the school website.

Any outside contributors involved in drug education, receive a copy prior to teaching. Pupils are taught about the content of the policy in drug education.



## Appendix A

### Record of Drug-Related Incident (DRI)

Emergency/ Intoxication	Suspicion OFF premises	Suspicion ON premises	Discovery OFF premises	Discovery ON premises	Pupil disclosure	Parental use	Parent/carer expresses concern
<b>Pupil Information</b>							
Name of pupil				Name of school:			
Tutor group				Time of incident:			
Gender				Date of incident:			
Date of Birth				Report completed by:			
Ethnicity (for DAT records)							
Tick box if second or subsequent incident				<input type="checkbox"/>			
First Aid given?		No	Yes	If yes, by whom			
Ambulance/Doctor called?		No	Yes	If yes, by whom:			
Drug involved (if known): (e.g. alcohol, paracetamol, Ecstasy)				Sample found?                      Yes / No			
Name of senior staff involved:				Where retained?			
				If not retained, destroyed at what time?			
				By:			
				Witnessed by:			
Parent/Carer informed by:				Time			
Pupil referred to Young Addaction:				Yes / No			
Parental consent given:				Yes / No			
Police informed    Yes/No		URN given:		Witness 1:			
Trading Standards informed    Yes/No				Witness 2:			
Brief description of symptoms/situation:							
Other action taken (e.g. other agency involved, case conference called. Pupils/staff informed, sanction imposed. GP/Police consulted about drug)							

## Appendix B: Procedure for managing a drug/substance-related incident

Procedure	Check and Initial
1. Assess medical needs of pupil(s). Provide medical help as needed. Do not leave the pupil alone.	
2. Inform Headteacher and Designated Safeguarding Lead (DSL)	
3. Confiscate any legal or illegal substance (ensure witness present). Seal in labelled plastic bag and store securely.	
4. Assess the support needed for the pupil(s) by completing an Early Help Assessment	
5. Clarify the legal situation. Contact the police if the incident involved a suspected illegal drug. Record police incident number.	
6. Consider appropriate sanction in light of (4). <ul style="list-style-type: none"> <li>• Removal of privileges</li> <li>• Behaviour contract or Pastoral Support Programme (PSP)</li> <li>• Detention / internal exclusion / isolation room</li> <li>• Fixed term exclusion</li> <li>• Suspended permanent exclusion</li> </ul>	

Note. Under this policy, if permanent exclusion is being considered, school is required to contact PRT on 01522 555318

## **Appendix B - Related Policies and Support**

### **Policies**

Drug Advice for Schools, DfE and ACPO, September 2012

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf)

Searching, screening and confiscation, DfE, February 2014

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444053/Searching\\_screening\\_confiscation\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching_screening_confiscation_advice_Reviewed_July_2015.pdf)

Supporting pupils at school with medical conditions, DfE, December 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

School Attendance, DfE, October 2014

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

Mental health and behaviour in schools, DfE, March 2016

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508847/Mental\\_Health\\_and\\_Behaviour\\_-\\_advice\\_for\\_Schools\\_160316.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf)

Exclusion from maintained schools, academies and pupil referral units in England, DfE, 2012

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

### **Support**

Early Help and TAC

<https://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child>

Stay Safe Partnership, Lincolnshire County Council

<http://www.lincolnshire.gov.uk/lscb/professionals/support/the-stay-safe-partnership/127629.article>

Young Addaction, Lincolnshire County Council

<http://www.addaction.org.uk/services/young-addaction-lincolnshire>

Date of review	Reviewed by	Changes made
19.10.2016	Curriculum and Standards	New Lincolnshire County Council Policy