



Airedale Academy
Striving for excellence

Policy Documentation
Drugs and Controlled Substances
Revised 25th January 2008

Introduction

All drugs have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far reaching consequences not only for themselves, but their families, their communities and society in general. For young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

However schools cannot act alone. They are part of a broader prevention picture which includes parents/carers and a range of partner agencies. By working together, we can help young people navigate their way through what is a complex social issue.

All schools are expected to have a policy which sets out the school's role in relation to all drug matters. The policy should be developed, implemented and reviewed in consultation with the whole school community including young people, parents/carers, staff, governors and partner agencies

The majority of young people of school-age have never used an illegal drug. Most will at some stage be occasional users of drugs for medicinal purposes and many will try tobacco or alcohol. Some will continue to use on a regular basis. There are complex motivations behind a young person's decision to first experiment with alcohol, tobacco, volatile substances and illegal drugs. However, very few of those who experiment with illegal drugs will go on to become problem drug users. All young people, including those in primary schools, are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try both legal and illegal drugs.

Parents should be aware that some young people are more vulnerable to drug misuse and other social problems. The table below illustrates the range of risk and protective factors associated with drug misuse.

Vulnerable Groups	Risk Factors	Protective Factors
Homeless	Chaotic home environment	Strong family bonds
Looked after	Parents who misuse drugs or suffer from mental illness	Experiences of strong parental monitoring with clear family rules
School truants	Behavioural disorders	Family involvement in the lives of children
Pupils excluded from school	Lack of parental nurturing	Successful school experiences.
Sexually abused	Inappropriate and/or aggressive classroom behaviour	Strong bonds with local community activities
Prostitutes	School failure	A caring relationship with at least one adult
In contact with mental health and criminal justice system	Poor coping skills	
Children of parents with drug		

problems

Low commitment to school

Friendship with deviant peers

Low socio-economic status

Early age of first drug use

Being labelled as a drug
misuser

The purpose of the school drug policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of students and others who use the school
- Clarify the school's approach to drugs for all staff, students, 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 school premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies

Where and to whom the policy applies

This policy applies to all staff, students, parents/carers, governors and partner agencies working in Airedale High School. It includes journeys to and from school in school uniform, work experience, residential trips and college courses. Students must not bring controlled drugs, cigarettes or alcohol onto the school site at any time. Alcohol may only be brought onto the school site with the Headteacher's permission.

The definition of a drug given by the United Nations Office on Drugs and Crime is:

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

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour, which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines

The school's stance towards drugs, health and the needs of students

Airedale High School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the school boundaries.

Incident	First Occasion	Second Occasion	Third occasion	Fourth Occasion
Possession of Cannabis and other Class C Drugs	5-10 days fixed term exclusion Referral to DIPSY, assessment and student commitment to help. Behaviour assessment; further risk assessment for school (e.g. to ensure curriculum/pastoral programmes address issues raised). Incident logged and information sent to Wakefield LA. Parents and student understand legal position from Headteacher. Consequences of 2 nd offence made clear.	Exclusion – double the length of that for 1st offence.	Permanent exclusion	n/a
Possession of Alcohol	Substance confiscated. Parents phoned and letter home. Incident logged. 1-5 day fixed-term exclusion	Substance confiscated. Parents called to collect student; 6-10 day fixed term exclusion. Risk assessment for student and school. Possible behaviour/ health intervention. Contractual agreement with parents. Governors Disciplinary.	Further risk assessment and behaviour assessment. Continued disregard for school rules/ intervention programme. Police notified and referral to alcohol help group such as AA. Take exclusion to 45 days or consider permanent exclusion.	Permanent exclusion.
Possession of cigarettes	Items confiscated. Parents notified. Student required to attend half-day inclusion and complete set smoking worksheets.	Items confiscated. Parents' notified and medical attention sought or parental rewards for giving up smoking. 1-day inclusion	Items confiscated. Parents notified. 1-day fixed-term exclusion	Exclusion up to 45 days and meeting with Governors.
Possession of suspected Class A or B	Substance confiscated. Parents and Police contacted. Fixed term exclusion whilst substance verified / pastoral intervention negotiated.	Permanent exclusion.		

Drug	Risk assessment for student and school. DIPSY assessments. Substance verified: fixed term or permanent exclusion.	
Social Supply Illegal Drug	Substance confiscated. Parents contacted and Police, if appropriate. Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use. Meeting with governors may be arranged on a needs basis. 10-15 day fixed term exclusion whilst pastoral /DIPSY intervention negotiated. Possible permanent exclusion after assessment and investigation. Review process: reassessment of risk <i>after</i> intervention.	Permanent exclusion.
Dealing for profit	Substance confiscated. Parents and Police contacted. Permanent exclusion.	

The school recognises that there are instances where other non-controlled drugs may legitimately be in school.

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff does not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by school staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the school's health and safety policy.

Alcohol

Use and consumption of alcohol at school can only be authorised by the Headteacher.

In keeping with our duty of care, employees are not permitted to consume alcohol during the school day, or at any time when they will be subsequently supervising children.

The school recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of school. Staff are encouraged to discuss this with line managers so that support can be put in place. In addition, an occupational health referral can be actioned in appropriate.

Tobacco

Airedale High School is a non-smoking site.

The first concern in dealing with a medical emergency involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

Staff with key responsibility for drugs:

If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Senior Leadership Team

The school delivers a balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of students at the school and of society
- Prepares students at the school for the opportunities, responsibilities and experiences of adult life.

Drug education is a major component of drug prevention and is an important aspect of the school curriculum. Its aim is to provide opportunities for students to develop their **knowledge, skills, attitudes** and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It aims to:

Increase students' **knowledge** and understanding and clarify misconceptions 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 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
- Devising problem-solving and coping strategies
- Developing self-awareness and self-esteem

Enable students 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 delivered through a well-planned cross-curricular program, including assemblies and Personal Social Health and Citizenship Education (PSHCE), drama and science lessons.

Teachers may need to focus more on developing students' confidence and skills to manage situations, which require making decisions about drugs. This may include developing competence to manage medicines responsibly, staying safe and understanding and managing feelings. Teachers should pay particular attention to enabling students to seek help and support when they need it.

Methodology and resources

Drug education is delivered within a safe, secure and supportive learning environment.

Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.

Staff are advised to sometimes answer difficult questions on an individual basis.

External contributors include the Police, Hope UK and the Samaritans.

Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the school monitoring policy.

Management of drugs at school

Searches

The school will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

When a person is suspected of concealing illegal or other unauthorised drugs staff will not carry out a personal search; this includes the searching of outer clothing and inside pockets.

Every effort will be made to persuade the person to hand over voluntarily any drugs, 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, then the police will be called.

Searches of school property

Staff may search school property, for example, students' lockers or desks if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the school may proceed with a search. Where consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The school will not search personal property without consent. If the school wishes to search personal property, including students' property stored within school property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the school, regardless of whether the result of the search is positive or negative.

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs staff 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 school safe
- **Without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- Record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included
- It is **ESSENTIAL** that as few persons as possible handle any substance taken into possession in this manner

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them 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 should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the school will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol and tobacco

Parents/carers will be informed and informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

Disposal of drug paraphernalia

Needles or syringes found on school premises will be placed in a sturdy, secure container, using gloves. A tin is kept in the office for this purpose, out of reach of students. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

Police contact:

First point of contact: PC Martyn Norton. Contact details are available from the school office. If they are unavailable, a message should be left to contact the school and in the case of controlled drugs, Castleford Police Station should then be telephoned.

Referral and external support

SLT and the CPO are responsible for referral to agencies. A list of local support services and national helplines/websites is available for students and parents on the school website.

Students are made aware of the various internal and external support structures via PSHCE. Local support services and national helplines/websites are advertised on year notice boards, on an information board in W1 and also on the school website. Information is available from Heads of Year for individual students or parents as and when required.

Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of Senior Leadership Team. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child protection
- Co-operating with a police investigation
- Referral to external services.
- Every effort will be made to secure the student's agreement to the way in which the school intends to use any sensitive information

It may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the school will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there is a child protection issue
- Where a life is in danger

Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs the school will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school will 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.

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

If parents/carers are suspected of being under the influence of drugs or alcohol on school premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the school will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

The role of governors

The school governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.

