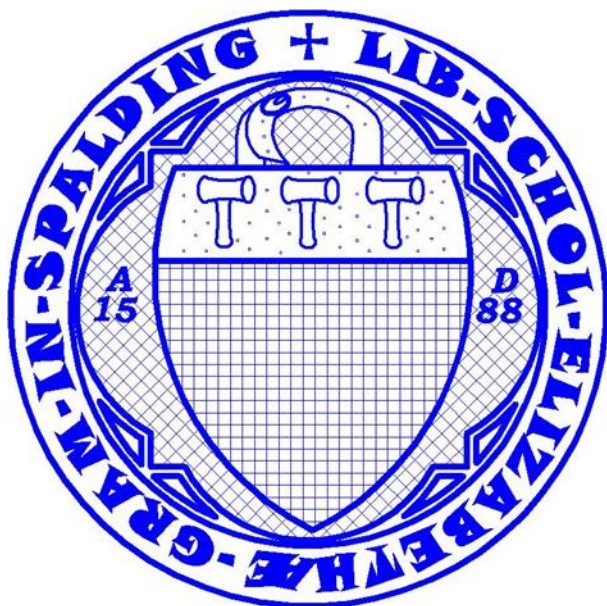


# Spalding Grammar School



## DRUGS EDUCATION AND INCIDENTS MANAGEMENT POLICY

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<b>Ratified by:</b>	<b>Governors</b>
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## **Executive Summary:**

This policy sets out the statutory regulations and government/Local Authority advice regarding drugs related incidents in school and how the School and its staff will respond to such incidents. It also outlines the drugs education programmes at Spalding Grammar School. It has been written in line with Lincolnshire Safeguarding Children Board's Model Drugs Policy 2016 and DfE and ACPO drug advice for schools 2012.

## **Related Policies:**

Administration of medicines and First Aid  
Behaviour Policy  
Child Protection and Safeguarding Policy  
Complaints Policy  
Equalities and Diversity Policy  
Health and Safety Policy  
Policy to Support Pupils with Medical Needs  
Searching, Screening and Confiscation Policy  
Staff Code of Conduct

## **SECTION 1: Introduction**

This policy has been developed to meet the requirements of the DfE and ACPO Drug Advice for Schools 2012 and the Lincolnshire Agreed Procedures for Drugs Related Incidents in Schools. This policy has been adapted from the Lincolnshire County Council Model Policy for Drug Incident Management in Schools.

A copy of this policy will be made available on the School website.

We take a whole school approach to drugs and are committed to the health and safety of all our pupils and staff and acknowledge that we have a duty to support them and safeguard their well-being.

The School condones neither the misuse of drugs by its pupils and staff nor the illegal supply of drugs and will work closely with our local Police Officers and PSCO.

The School believes in the importance of an effective drugs education programme in ensuring that our staff and pupils are aware of the impacts and consequences of drug misuse and supply. Our drugs education programme is delivered mainly through our PaCE programme and staff training.

The School values the importance of its pastoral structures for staff and pupils in ensuring that all members of the school community are supported. Early identification of those at risk is a crucial part of this support as is early involvement of parents/carers and appropriate partner agencies.

At Spalding Grammar School we respond rapidly to ensure that drug incident management is effectively and strategically implemented. The Senior Leadership Team, Heads of Year, Safeguarding Team and Pastoral Support Team work together to ensure the fast and efficient response to any drug related incident.

## **SECTION 2: Definitions**

The definition of drugs 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.' 'Drug use' describes 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.

Throughout this policy, the term 'drugs' is used to refer to all the following:

- Legal drugs including: alcohol, tobacco, e-cigarettes, vapes, nicotine pouches, 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.
- Any other drugs such as anabolic steroids.

The School boundaries are defined as any area where a pupil/staff is whilst she or he is in the charge/duty of the School. Normally this means any area within the perimeter fence of the School. During any outside activities, residential trips, excursions, clubs etc. it means anywhere where the pupil/staff is in the charge/duty of the School, whether this is within or outside school hours. It also applies to pupils on their journey to and from school.

In the case of residential trips, pupils and parents/carers will be informed of expectations of conduct, repatriation and outcome following breaches of this policy. If a drugs related incident occurs on a foreign trip, schools are advised to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

This policy applies to all pupils and staff of Spalding Grammar School and all visitors to the school site.

### **SECTION 3: Drugs Education Programme**

The School believes that drugs education is an educational entitlement for all pupils and an integral part of each pupil's emergence into adulthood. At SGS, drugs education is delivered mainly within PaCE.

The School aims to:

- encourage personal responsibility in all forms of behaviour;
- provide accurate information about substances;
- increase the understanding about the implications and consequences of use and misuse;
- encourage understanding for those experiencing or likely to experience substance use and misuse;
- provide support and information for young people and their parents;
- enable young people to identify strategies to reject drug culture in their own social environment.

Drugs education provides knowledge and encourages the acquisition of skills and attitudes, which will allow pupils to manage their lives in a responsible and healthy way. Relevant topics covered within each year group are listed below:

#### Knowledge and information

The follow topics are covered in PaCE:

- Drugs Education
- Medicines
- Smoking
- Vaping
- Stay Safe Days

#### Values and Beliefs

As well as knowledge and information, pupils will be encouraged to consider the importance of the following:

- respecting and valuing themselves and others;
- understanding and sensitivity towards the needs and views of others;
- responsibility for their own actions;
- responsibility to the school, their families and the wider community.

#### Skills and Abilities

Pupils will be helped to develop the following skills:

- assertiveness;
- decision making;
- resisting peer pressure;
- recognising and using opportunities to develop a healthy lifestyle.

## **SECTION 4: Staff Training**

All staff receive update training at the point of engagement with a new school policy.

Drugs training is then part of the broader child protection training and safeguarding training at the start of each academic year and as part of the new staff induction training programme.

The Headteacher takes overall responsibility for the drugs education and Critical Incidents Management Policy at SGS, in liaison with the Designated Safeguarding Lead and Link Governor for safeguarding.

## **SECTION 5: Management of Drugs in School**

All staff have a duty of care and pupil safety and care is of paramount importance.

There are circumstances when some legal drugs are authorised for a specific pupil's use in school and these are covered in the Administering Medication Policy.

This policy applies equally to pupils, staff, parents/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/carers and visitors are not allowed to smoke or vape on school premises

Alcohol is not an authorised drug for any pupil. This includes sixth form pupils who are not permitted to drink alcohol at school social events or on school trips/activities.

Staff accompanying pupils on trips are not permitted to drink whilst on duty. Other staff must remain within the UK legal limit for driving (or the host country limit if lower than that of the UK).

## **SECTION 6: 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.

## **SECTION 7: 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;
- the Headteacher (or most senior leader available) and DSL will meet and agree the most appropriate course of action/response;
- if necessary, a search will be coordinated/conducted, pupils isolated and statements taken;
- decisions will be made by the Headteacher or most senior leader as to the external agency involvement (e.g. the Police) and the point of parental notification;
- all situations will be carefully considered when making decisions to ensure safeguarding and legal compliance;
- 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 Horizon;
- decisions about the sanction will depend on each individual case;
- the Headteacher in consultation with DSL will decide whether a disciplinary and/or counselling consequence should follow;
- permanent exclusion will not be the automatic response and will only be considered in the most serious cases;

- before any decision to exclude permanently 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).

Support is provided for pupils who have concerns about their own or their family's drug use. The School 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 Horizon.

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 such as withdrawal from activities, internal exclusion, community service, fixed term suspension or 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.

### **SECTION 8: Procedures for Managing Incidents**

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.

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

When dealing with medical emergencies such as when a pupil is unconscious because of drugs use the need for First Aid will be assessed and given. The pupil will be placed in the recovery position and an ambulance called. Staff with first aid qualifications should be called immediately and the pupil must not be left alone. Parents/carers will be informed and called into School. An assessment of the incident will be started, including finding out whether a substance has been taken and what the substance might be.

When a pupil is under the influence of a drug (intoxication). They will be removed to a quiet room and not left alone. The first aider and DSL/Deputy 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.

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) and if the substance is suspected to be illegal, staff will take temporary possession of it and if:

- 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 Headteacher 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 on Cpoms, including the police incident reference number;
- the pupil's parents/carers will be called 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/carer.

## **SECTION 9: Searches**

It should be noted that all staff have the authority to conduct a search but, in all cases, involving the suspicion of substances, the Headteacher should be informed immediately. Some staff may not feel comfortable conducting a search, in which case the pupil(s) should be escorted to the Headteacher's study/or to the most senior member of staff available. Pupil(s) must not be left unsupervised.

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

The School's Searching, Screening and Confiscation Policy will be followed.

## **SECTION 10: 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.

## **SECTION 11: Disclosure**

Disclosure refers to when a pupil discloses to a member of staff that she/he 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 pupil's welfare. Pupils know that staff 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/Deputy DSL will coordinate the most appropriate support including referral to specialist services.

## **SECTION 12: Suspicion/Rumour**

Staff should not assume drug use based on rumour or behaviour alone. If there are suspicions, evidence will be collected over a period of time prior to a decision being made to question the pupil(s) involved.

## **SECTION 13: Intoxicated Visitors including Parents/Carers**

Our School's rules for substances apply to all people who are on the school premises and we expect that all persons will adhere to these rules.

If a visitor, 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 follow our Child Protection procedures if we are concerned about risk of harm.

If visitors become abusive we will call 999.

## **SECTION 14: Needs of Pupils**

We are sensitive to the needs of pupils where substance abuse may be experienced by those within the family. Where issues are observed or suspected or a pupil discloses matters, 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 achieved via an Early Help Assessment.

## **SECTION 15: 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 is central to our policy and practice; however, staff cannot promise confidentiality, and this is made clear to pupils through the PaCE programme.

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

If staff are concerned that a pupil's safety is at risk, they will follow the School's Child Protection procedures.

## **SECTION 16: Working with Parents/Carers**

The School 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 information of 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 generally be informed immediately if their child has been involved in a substance-related incident. Parents should always be informed of any search for a prohibited item listed that has taken place, and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the School has taken, including any sanctions applied. Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

However, there may be some exceptional situations where involving parents/carers may put the young person at further risk 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.

## **SECTION 17: Staff**

Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution.

All staff have a duty of care to the pupils and the Headteacher must be informed immediately.

All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

### **SECTION 18: Involving the 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 call 999 in an emergency.

### **SECTION 19: Reviewing the Policy**

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

### **SECTION 20: 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.

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.

### **APPENDICES:**

Appendix A: Record of Incident Involving the Use of an Unauthorised Substances.



**Appendix A:  
Spalding Grammar School  
Record of Incident Involving the Use of an Unauthorised Substances**



Name of pupil:			
Form:			
Date of Birth:			
UPN:			
Report form completed by:			
Male/Female:			
Ethnicity: (for DAT records)			
Has this pupil been involved in drugs related incidents before?	YES	NO	
First aid given?	YES	NO	
First aid given by?			
Ambulance/doctor called? Details and time.			
Tick to indicate category of incident	Concern established after following up a suspicion or allegation from pupil or staff.		
	Discovery off premises.		
	Discovery on premises.		
	Pupil disclosure.		
	Parent/carer expresses concern.		
Drug involved if known:			
Sample Found?			
Where retained:			
Witness names:			
Analysis or disposal arranged with? Date and time should be included.			
Senior staff involved:			
Parent/carer informed: Include date and time.			
Brief description of symptoms/situation: (Continue overleaf if necessary.)			
Other action taken: (Eg: Ed Psych/CP strategy meeting/partner agencies etc.)			