

John Colet Drug Policy

Date policy was agreed	April 2008
Date Equalities impact assessment completed	October 2011
Date policy was reviewed	July 2011
Date reviewed by Governor Advisor	September 2011
Date reviewed by Parents	n/a
Date reviewed by the Governors	October 2011
Governors body responsible for the review	Curriculum Committee
Senior Leadership Team Member accountable for writing and reviewing the policy	Headteacher

Consultants: School Governor (Mr B Newman), Mrs. C. McLintock (Headteacher), DfE Guidance (2004) and BCC Guidance (2007)

Monitoring and Reviewing

This policy will be formally reviewed every 3 years.

Ongoing monitoring of actions and impacts/outcomes will be:

- Feedback within school to Headteacher
- Feedback to Governors through the Headteacher's termly report

The Purpose of the policy

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of students and others who use the school
- To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- To give guidance on developing, implementing and monitoring the drug education programme
- To 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
- To ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.
- To provide a basis for evaluation the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- To reinforce the role of the school in contributing to local and national strategies

To whom the policy applies

The policy applies to all staff, students, parents/carers, governors and external agencies working within the school. The policy applies to all of the above when within the school boundaries, on educational visits or being educated at another provider (as arranged by the school).

Definitions and terminology

- 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” used in this document 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, alkyl nitrites (known as poppers) and “legal highs”
 - All over the counter and prescription medicines
- A drug incident is defined as the suspicion, observation, disclosure or discovery of a situation involving illegal or other unauthorised drugs.

John Colet’s stance towards drugs, health and the needs of the students

- Illegal and other unauthorised drugs have no place at John Colet.
- The school’s first concern in managing drugs is the health and safety of the school community and the well-being of students.
- Authorised drugs should be kept safe by the school’s Matron who will oversee them according to the school’s medicine’s policy.

Management responsibilities

The SLT are designated responsible for management of drug incidents reporting to the Headteacher. An Assistant Headteacher is responsible for the overview of drugs education within the school.

Drugs Education

- The aim of drug education at John Colet 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.
- The content for drugs education will be provided through the National Curriculum frameworks for PSHE, citizenship and Science. The content will be covered by John Colet staff and external agencies.
- The programme will differ for each year group so that the needs of the students are met.
- Vulnerable students will have their provision adapted according to an assessment of each individual's need.
- Lists of local services and national helplines/websites will be published to students.
- The programme will be reviewed annually by a group of staff involved in its development and delivery.
- Students will evaluate the programme and provide feedback.

Staff Training

General drug awareness will be covered staff briefings.

Management of drugs at school

Prescribed Medicines

The school follows Buckinghamshire County Council’s guidance and the school’s medicine policy. In consultation with the parent/carer, a trained member of staff may manage the medicine or the student may self-manage. Medicines prescribed for an individual cannot be passed on to a third party. Passing on prescribed medicines to a third party would result in detention.

Tobacco

The school is a non-smoking site. Any student seen smoking whilst in school uniform or during the school day will be given an appropriate detention.

Alcohol

Alcohol is prohibited in school (unless at an authorised event for staff/parents/carers/public) and its discovery will lead to an appropriate fixed-term exclusion.

Illegal drugs

- On the suspicion or concern of illegal drugs, the school will undertake an investigation with student property searched if necessary following the school's Search and Confiscation policy (see Annex A for advice relating specifically to drugs). 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.
- Any student involved in (or in the balance of probabilities) the use of illegal or authorised drugs in school will automatically be given an appropriate fixed term exclusion.
- The possession of associated paraphernalia will be subject to an appropriate fixed term exclusion.
- Any student found to be supplying (students sharing drugs, students being coerced to supply drugs, a group of friends taking it in turns to bring drugs in for their own use, students supplying drug paraphernalia and habitual organised supply for profit) will automatically receive a permanent exclusion in line with national guidance.
- Any person in school (including visitors) considered to be under the influence of drugs will be monitored at a distance and the police called where necessary.

Police Involvement

The school has a good working relationship with the local police. In any incident concerning illegal drugs, the school will contact the local police.

Parent/Carer Involvement

- Parents/carers are encouraged to approach the school if they are concerned about any issue related to drugs and their child.
- On the suspicion of an incident involving illegal and other unauthorised drugs, the parent/carers will be informed of the investigation where this will not compromise the student's safety.
- If the school suspects that a student is using illegal drugs outside of school, the parent/carers will be informed of the school's concerns where this will not compromise the student's safety.
- If a student's behaviour is thought to be irrational or completely out of character, it will be discussed with the parent/carers where this will not compromise the student's safety.

Confidentiality

- Staff 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, the request should be honoured

unless this is unavoidable in order for staff to fulfil their professional responsibilities in relation to:

- Child protection
 - Co-operating with a police investigation
 - Referral to external agencies.
- Every effort should be made to secure the student's agreement.
 - It may be necessary to invoke child protection procedures if the student's safety is at risk. This will be done by the school's nominated Designated Person.

External Agencies

The school will involve or refer students to other services when needed. Where possible, where this will not compromise the student's safety, the school will seek the involvement of the student and the student's parent/carer in such a decision.

Links to other policies

Behaviour for Learning

Health and Safety

Search and confiscation policy

Medicines policy

Child Protection policy

Annex A (Extract from Drugs: Guidance for Schools)

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of taking temporary possession of and disposal of suspected illegal drugs 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 schools are advised to:

- 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 the school safe or other lockable container with access limited to two senior members of staff;
- **without delay** notify the police, who will collect it and then store or dispose of it in line with locally agreed protocols. **The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken.** Where a pupil is identified the police will be required to follow set internal procedures;
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this would jeopardise the safety of the pupil;

School staff should not attempt to analyse or taste unknown substances. Police can advise on analysis and formal identification, although this is normally carried out only if it will be required as evidence within a prosecution.

If formal action is to be taken against a pupil, the police should 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. Where this is not possible then a member of school staff will attend.

Confiscation and Disposal of other Unauthorised Drugs

The presence of a second adult witness is advisable. If the confiscation takes place via a Search then refer to the Search and Confiscation Policy for the procedure.

Alcohol and Tobacco

Parents/carers should normally be informed and given the opportunity to collect the tobacco, unless this would jeopardise the safety of the child. Alcohol will be poured down the sink.

Volatile Substances

Given the level of danger posed by volatile substances schools may arrange for their safe disposal. Small amounts may be placed in a bin to which pupils do not have access, for example a bin within a locked cupboard.

Medicines

Disposal of medicines held at school should be covered in the school's medicines policy. Parents/carers should collect and dispose of unused or date-expired medicines.

Disposal of Drug Paraphernalia

Matron should be informed of any "sharps" items and she will arrange safe storage/disposal. Used needles and syringes should not be disposed of in domestic waste.

The school should liaise with the Local Authority Environmental Health Department on the best way to dispose of the contents of a sharps container.