



FINSTOCK CofE PRIMARY SCHOOL



**DRUGS AND SUBSTANCE ABUSE
PROCEDURE**

1. INTRODUCTION

The purpose of this procedure is to safeguard the health and safety of students and others who use the school, as well as to clarify the school's approach to drugs for all staff, students, parents/carers, governors and the wider community.

It is acknowledged that our school community plays an important role in tackling drug misuse by providing drug education and pastoral support to all students. It is our aim to help all students to be able to take their place safely in our society where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

2. DEFINITIONS

A drug is defined as 'a substance people take to change the way they feel, think or behave'. This definition includes illegal substances and also legal substances such as: alcohol and tobacco, volatile substances, performance-enhancing drugs and over the counter and prescription medicines (Drugs: Guidance for Schools, DfES, February 2004 and National Drug Strategy 2008).

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time, e.g. premises of a school trip or visit.

In preparing this procedure, the following sources have been consulted:

- Drugs: Guidance for Schools (DfES, February 2004)
- Oxfordshire County Council Model Drugs Policy
- Drugs policies of other local schools

Related policies include:

- Attendance, Behaviour and Exclusions
- Safeguarding

3. PRINCIPLES, AIMS AND OBJECTIVES

The School aims for all of its students to be well-motivated and self-aware learners, who can conduct themselves safely and appropriately in a range of situations. We also aim to create an ethos and an environment in which students attend well and feel safe, and in which they can learn to interact respectfully, sensibly and maturely with others. We want our students to develop into responsible citizens, playing an active part in the school, local and wider communities, including the workplace. Underpinning this, we aim for all staff to be positive role models.

4. PROCEDURE

To achieve our aims we will:

- Keep the health and safety of our school community and the pastoral needs of students as our first concern
- Provide a supportive, nurturing environment in which all students and staff are encouraged to develop their knowledge and understanding about drugs
- Provide targeted intervention and support for individual students where we are concerned about drug misuse
- Maintain a zero tolerance to the misuse, possession, supply or dealing of drugs on school premises
- Regularly evaluate the effectiveness of our drugs education and sanctions for drugs offences
- Train and support school staff so they understand the drug policy and their role in implementing it
- Liaise with the Police and other services ☒ Ensure the Designated Safeguarding Officers have training that is current and reflects changes to national and local drugs strategy.

5. PROCEDURE

5.1 The work covered may involve the Oxfordshire County Council services and use of external agencies such as the Police.

All staff are trained in child protection and safeguarding procedures. In the event of a disclosure made by a student, staff will follow the Child Protection and Safeguarding Policy to ensure that the correct procedures are followed. This may result in a referral to Social Care or the Police. Where possible, parents will be contacted to inform them of this action. However, the safety and well-being of the student is paramount and therefore there may be times when parents are not informed of our actions.

5.2 Dealing with Drugs Incidents in School

Students possessing, using, supplying or dealing illegal substances will face fixed-term or permanent exclusion. Where a student's future at our school is under consideration, a Governors' Disciplinary Panel may be convened.

Possession (for personal use) If a student is found in possession of drugs, suspected drugs or drug-taking paraphernalia, then the materials/ substances will be confiscated. Unless there is a safeguarding issue, the parents of the student will be informed as soon as possible. The Police will also be informed. If the student is under the influence of drugs then medical advice may be sought. The student will be isolated until the end of the day or until handed into parental care, whichever is sooner.

If the student is able to give a statement then that will be taken by the member of staff dealing with the incident and a member of the Strategic Leadership Team will be informed.

The student will usually be excluded for a fixed term for a first offence, but a permanent exclusion may be considered in certain circumstances and for repeat offences.

A meeting will be arranged for the parents, the student and representatives of the Strategic Leadership Team, as well as any other key personnel currently involved with the student. At this meeting, the student's future will be considered. The two possible outcomes are that:

1. the student is readmitted at the end of their term of exclusion with a clear contract and/or Pastoral Support Plan in place. The school may make a referral to relevant external agencies for support
2. the exclusion is made permanent.

Supplying Drugs

A student supplying/ sharing drugs in school will be excluded. The notes above about confiscation and information also apply. Initially, this may need to be a fixed term exclusion until the incident has been fully investigated. This will involve the consideration of any evidence that is forthcoming and/ or statements that are made by the student/s involved or by others. If the investigation concludes that the student was supplying illegal substances in or through the school, the exclusion may be made permanent.

Buying Drugs

If the school becomes aware that a student was buying/ receiving drugs or planning to buy/ receive drugs from another, then the school will inform the parents and the Police. A fixed term exclusion will usually be appropriate for a first offence; a permanent exclusion may be considered in certain circumstances and for repeat offences.

Under the Influence of Drugs

It may be that a student comes to school not in possession of drugs, but, having recently taken drugs, is still under their influence. The medical needs of the student will be addressed. The student will be kept isolated from peers until s/he can be handed into parental care. If necessary, the school will ensure that the student has access to a doctor or hospital. A fixed term exclusion will usually be appropriate for a first offence; a permanent exclusion may be considered in certain circumstances and for repeat offences.

Support to Students

The 'Record of Readmission Meeting' written when a student returns after a fixed term exclusion will incorporate details of any support required by the student to help in controlling his /her drug use. Support may be available via agencies connected with the school. School staff may also consider use of a Pastoral Support Plan (PSP) or the Common Assessment Framework (CAF) in deciding how best to support a student in controlling his/ her drug use.

Details of the incident, exclusion and the readmission meeting record will be placed on the student's file.

Prescribed Drugs on Premises

An up-to-date list of students taking prescribed drugs for long-term conditions is available to all staff. Parents must notify the school of any medicines that need to be taken in school hours including on school trips. School staff who administer medication (whether voluntarily or as part of a contract of employment) should receive appropriate training. Medication must be in the original packaging with instructions for use and the expiry date.

In certain cases, prescribed emergency medicines may be kept on the school premises in specifically allocated places and may be administered by suitably trained staff only.

6. ROLES AND RESPONSIBILITIES

Governing Board

It is the responsibility of the Governing Board to support the Strategic Leadership Team in ensuring the aims of this policy are met. To do this, governors will review incidents of exclusion for drugs offences. As noted above, a Governors' Disciplinary Panel may be convened where a student's future at the school is under consideration.

School Staff

The prevention of drug use is a whole school issue; all staff must understand the role they play in this important issue. The school is responsible for ensuring that staff understand this policy and receive training in terms of safeguarding concerns, dealing with incidents, etc.

Parents

The school seeks to work with parents/ carers where there are concerns around drugs. This partnership is vital in supporting students to make safe, healthy, responsible choices. Parents/ carers of an excluded student have a legal responsibility to ensure their child is supervised throughout the period of the exclusion. The student is not permitted to be in public during the school day without reasonable justification. Because the support of parents/carers is important for students to avoid further exclusions, an excluded child must be accompanied by a parent/carer at any Readmission Meeting for the student to be permitted to return to lessons.

For further information of exclusions, please refer to the 'Attendance, Behaviour and Exclusions Policy'.

Author: W Hemmingsley, Chief Executive

Next Review Date: July 2020