



Notley High School & Braintree Sixth Form

Drugs & Alcohol Policy

Governors' Curriculum & Standards Committee

Last reviewed:	November 2018
Next review due:	November 2020
Ratified Committee:	November 2018
Designated Postholder:	Mrs Melanie Townsend Assistant Headteacher

Policy Statement

We will not tolerate the misuse of drugs within the school and its grounds nor by students either representing the school out of school hours or on any school organised trips or visits.

This applies also to any adult or persons who may come onto the school site and may be intoxicated and/or in possession of illegal drugs. Our school is a no-smoking area and we request that all members of the community and visitors refrain from smoking on or around the premises.

We recognise that some of our students and parents need a variety of medicines and appropriate arrangements are made to enable the correct distribution of these. The Drugs and Alcohol Policy forms part of our overall approach to health and well-being. Through our Personal Development curriculum (PDT) and through our school ethos, we aim to ensure that students recognise the importance of what they eat and drink and the effect that this can have.

Self-respect and a healthy lifestyle are all part of an approach which will enable our students to make the right choices for themselves and their families now and in the future. It is important to note that the school see inappropriate drug use by students as something to be challenged and changes in behaviour sought through support and counselling wherever possible. It is likely however, that any student found to have been distributing illegal drugs, whether or not in return for payment, will be excluded from school and the police contacted.

Definition of “Drugs” for the benefit of this policy

The term “drugs” refers to:

- All illegal drugs.
- All legal drugs, including alcohol, tobacco, e-cigarettes and electronic smoking devices, volatile substances (solvents) and novel psychoactive substances (‘legal highs’)
- All over the counter and prescription medicines.
- Any other drugs such as anabolic steroids

Aims of the Policy

Notley High School and Braintree Sixth Form believes that as part of the care and welfare of its students it has a duty to:

- Develop students’ personal and social skills to enable them to make informed decisions and keep themselves safe and healthy.
- Enable students to explore their own and other people’s attitude towards drugs, drug use and drug users. Increase students’ knowledge and understanding and to clarify their misconceptions about drugs.
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- Ensure the safety of staff and students when on school site or when on any school trip or visit, residential or otherwise.

Context

Education about drugs and alcohol is provided through PDT, visits from outside agencies, the school nurse and curriculum areas such as Drama and Science as part of a student's preparation for adult life. Our curriculum aims to involve parents and encourage them to take an interest.

Drugs and alcohol education should:

- Be delivered in the context of the school as part of the local community and take account of local or national concerns and issues.
- Take account of age, sex, ethnic/cultural/social background of the students at whom it is targeted.
- Provide factual and accurate information backed up with consistent advice.
- Aim to teach the students the necessary personal and social skills described in the Aims Section above.

Management of Drugs Related Incidents on School Premises

The school believes that as part of the care and welfare of its students it has a duty to:

- Maintain a health-promoting, drug-free environment.
- Minimise the effects of drugs and alcohol on students' learning.
- Act on suspected drug or alcohol use.
- Provide a co-ordinated and consistent response to any drug or alcohol related incidents.
- Use suitable sanctions where appropriate.
- Provide support to any student who is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents.

Drug Related Incidents may involve:

- Possession of known/unknown substance(s).
- Suspected/evidence of supplying substance(s).
- Use of drugs at school.
- Use of a drug outside of school which is affecting learning/progress.
- Discovery of drugs in a place on the school premises.
- Retrieval of drugs from such a place.
- Suspicion of drug abuse (where information may have come from other students, parents, the police or other sources)
- Self-referral by student.

Each case should be treated in accordance with the principles above and the procedures below.

Drugs on School Premises

Our school makes it clear that drug use on the school premises is not acceptable, except in the case of prescribed medication which is known to the relevant members of staff. In such cases,

parents/carers must ensure that they have signed the appropriate permission slips and followed the school's procedures for medication.

Incidents would include:

- Smoking on the school premises during the school day. This includes 'vaping' and electronic cigarettes.
- Alcohol on the school site during the school day.
- Alcohol consumed by adults on the premises at a time other than may be authorised by the Governors and/or Headteacher in conjunction with an approved and/or appropriately licensed event.
- Adults or students on the school premises who are evidently under the influence of alcohol or substances which impair their judgement.
- Adults or students who are in known possession of alcohol or illegal substances around the school premises.

Where school staff suspect any one of the incidents may have occurred they should inform senior pastoral staff or the leadership team who will make a judgement as to whether they should:

- Approach the individual.
- Call the police.
- Make arrangements to isolate the individual to ensure the safety of all other students on the school site.

Additionally, in the case of the following:

- Needles/sharps – these will be removed by the identified member of staff using thick leather gardening gloves and placed in a "sharps" box.
- Illegal drugs – These should be confiscated in the presence of another adult. The drugs should be sealed in a plastic bag with details of the date and time they were found or confiscated. The police should then be notified. The drugs should be kept in the safe in Student Services until such time they can be collected or disposed of.

NB – The person seizing the substances should wear rubber gloves and should wash their hands thoroughly after the incident.

Alcohol and Tobacco use or Possession by Students

- Items will be confiscated under the school confiscation policy. Parents/Carers will be informed and given the opportunity to collect the alcohol or tobacco. Where requested by parents, the items will be disposed of or destroyed.

All drug related incidents should be referred immediately to the headteacher or a member of the senior leadership team and the Designated Safeguarding Lead. The following actions may result:

- Exclusion of the student.
- Confiscation, where possible of the substance following the Screening, Searching and Confiscation section of the school's Behaviour and Discipline Policy.
- Where there are child protection concerns, the designated senior person for Child Protection would be informed.
- Contact with parents.
- The arrangements of a meeting with the student, parents, pastoral staff and education social worker (or similar). The meeting should provide an opportunity to:
 - Exchange information and opinion on the nature of the student's involvement with drugs.
 - Hear the student's view.
 - Agree a detailed plan covering support from the school and outside agencies as well as monitoring review. Where appropriate, a PSP (Pastoral Support Plan) may be established following any drug-related incident in school.

Drugs on School Visits and Trips

Where drugs or drug related paraphernalia are discovered on a school trip, procedures will generally follow those for drugs found on school premises.

Additionally, the trip leader will discuss this with the EVC and/or nominated member of the Senior Leadership Team with responsibility for the Drugs Policy. The school reserves the right to require a parent/carer to attend and collect the student immediately or as soon after as practicably possible.

In the event of:

- Suspicion of a student under the influence of drugs/alcohol/solvents/novel psychoactive substances ('legal highs')
- Student in possession of drugs/alcohol/solvents/novel psychoactive substances ('legal highs')
- Student discloses that they are misusing drugs/alcohol/solvents/novel psychoactive substances ('legal highs')
- Student discloses that parents or friends are misusing or selling drugs/alcohol/solvents/novel psychoactive substances ('legal highs')
- School becomes aware of the availability of drugs/alcohol/solvents/psychoactive substances ('legal highs') in the school vicinity. Student or parent asks for advice on illegal drug misuse

Teachers should contact the headteacher or deputy headteacher who should follow the appropriate guidance. All disclosures and other incidents should be fully documented and passed to the relevant pastoral leader as soon as possible. Staff must ensure that on no account should they promise confidentiality.

Emergency Procedures – Advice to Staff

In the event of a student appearing to suffer from drugs/alcohol/solvent misuse, then staff should follow these procedures:

- Try to stay calm.

- If they are semi-conscious or in a coma, make sure the student is lying in the recovery position on their side. An ambulance must be called immediately.
- If they are hyperactive, try to find a calm, dark area where they can sit with someone to reassure them.
- Inform Reception or Student Services who will summon a First Aider.
- Keep any containers or pills that are at the scene to show the doctor or paramedic.
- Ask friends, if present, if they know what and how much the student may have taken.
- Stay with the student until assistance arrives.

Confidentiality and Advice

Students should be made aware that information cannot be confidential i.e. where the student is involved in the misuse of drugs. However, they should be offered sensitive and appropriate support.

Other Related Documents which should be referred to:

- Behaviour and Discipline Policy
- Exclusions Policy
- Anti-bullying Policy
- Supporting Students with Medical Conditions Policy
- Health and Safety Policy
- DfE and ACPO Drug Advice for Schools 2012
- PDT Policy Statement
- Healthy Schools Policy

Useful Contacts:

- Drugscope – the UK’s leading independent centre of expertise on drugs, aims to inform policy development and reduce drug-related risk.
- www.drugscope.org.uk
- www.drugeducation.org.uk
- www.nc.uk.net
- www.drugs.gov.uk
- www.wrecked.co.uk
- www.talktofrank.com

Relevant Legislation

- Misuse of Drugs Act 1971
- Medicines Act – 1968
- Children and Young Person (Protection from Tobacco) Act 1991