



The Gainsborough  
Academy  
'High Expectations'

# DRUGS POLICY

**Approved by:** FGB

**Date:** 03/02/17

**Last reviewed on:**

**Next review due by:** 03/02/19 (Every 2 years)

## Drugs Policy

### **CONTEXT AND RELATIONSHIP TO OTHER POLICIES**

This policy should be used in conjunction with other relevant schools policies, in particular the behaviour policy.

### **LOCAL AND NATIONAL GUIDANCE**

This policy is in line with *'Drugs Guidance for Schools'*, DfES (2004), and *'Drugs, alcohol and tobacco curriculum guidance for schools'*, QCA (2003).

### **THE PURPOSE OF THE POLICY**

The purpose of this policy is to:

- Clarify the school's responsibilities and legal requirements
- Reinforce and safeguard the health and safety of pupils and all school users
- Clarify the school's approach to drugs for all members of the school and wider community
- Give guidance on developing, implementing and monitoring the school's drug education programme
- Enable staff to manage drugs and drug-related incidents on school premises with consistency, and in the best interests of all involved
- Ensure that the response to drug-related incidents is in line with the school's approach to the drug education programme and with the school's values and ethos

### **EXTENT OF THE POLICY**

The limits of the school boundaries extend beyond the school premises to include all off-site pupil activities, such as school trips. The policy applies at all times when staff 'duty of care' responsibilities apply. The school is aware that some of its pupils may be particularly vulnerable, so staff must be particularly careful of their welfare.

### **DEFINITIONS**

The policy covers any substance taken to change the way one feels, thinks or behaves. This includes:

- All illegal drugs
- All illegal highs
- All legal drugs, including tobacco, alcohol and volatile substances
- All medicines

### **THE SCHOOL'S STANCE**

**The possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.**

Some pupils may require medicines that have been prescribed for use during the school day. In these cases, the school's policy/appendix on the administration of medicines will be followed.

When managing drugs and drug-related incidents, the first concern will be for the health and safety of all involved, followed by the pastoral concerns of pupils.

- *The school will consider very carefully the implications of any action it may take*
- *It will seek to balance the interests of the pupil involved, the other school members and the local community*
- *Factors to be considered will include the age of the pupil, whether the incident involved one pupil or a group and whether peer pressure is evident*
- *The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response*
- *In all cases the school will ensure that the pupil has access to professional support and advice from the relevant services and agencies*

Responsibility for co-ordinating drug issues lies with A Leng, who will involve all relevant people as appropriate.

### **MANAGING DRUG-RELATED INCIDENTS AT SCHOOL**

The first priority will always be for the safety of all, dealing with medical emergencies and securing appropriate help.

The school will employ a range of responses, so that the needs of the individual are balanced against those of the wider community. The precise response will be determined after a full and careful investigation into the exact nature of the incident. Pupils will be aware of the range of possible responses and the effect those responses may have on them.

Support for pupils, as appropriate, will be a priority, including referrals to agencies such as Addaction people. The telephone number for Addaction is 01522) 305518. In such cases careful attention will be given to issues of confidentiality. The school will normally involve the pupil's parents/carers, unless this would jeopardise the pupil's safety.

A full record will be made of every incident.

### **DISCOVERY OF SUSPECTED SUBSTANCES ON SCHOOL PREMISES**

Staff discovering substances which are suspected of being harmful, illegal or requiring further investigation should observe the following guidance:

- Consider the possible need for first aid and follow the school's first aid procedures
- If possible, remove the suspected substance from the location in the presence of a witness. If there is no witness, do not delay, remove the substance and take it to the Principal, or member of staff authorised to deputise

- If a pupil is, or is thought to be, in possession of a suspect substance do not attempt to search the pupil. Please speak to a member of SLT. You may not forcibly detain the pupil
- Do not retain the substance on your person or in a place of safekeeping for a later time, since to do this could place you at risk
- Record the time, place and circumstances of the discovery on CPOMS and also record the details of what was found, but do not investigate the substance
- Where drug-related paraphernalia, such as needles and syringes, is discovered, do not attempt to handle this. It should be collected by the appropriate personnel in accordance with health and safety guidelines. The Principal must ensure that materials are placed in a secure container to await proper collection
- No entry of an incident should be made on the pupil's record until the suspected substance is confirmed by the police as being a controlled substance. If the substance is not a controlled substance, then the entry on the pupil's record will be determined by the Principal
- There is no legal obligation to inform the Police, although they may be able to give relevant support and advice. Once the nature of the substance is confirmed it is legally acceptable to dispose of the substance, typically by flushing down the lavatory. This should be witnessed and recorded
- Where a substance is confirmed as being controlled, it is the responsibility of the Principal to notify the parents/carers concerned, and, if necessary, to consider further action, including notifying the chair of governors
- In circumstances where it is possible that the school premises are being used for illegal drug use, all reasonable steps must be taken to prevent this, in order to avoid contravening the law

## **WORKING WITH THE POLICE**

The school is not legally obliged to involve the police regarding illegal drugs, but we will work in partnership to the benefit of the school and wider community. The school is able to seek assistance from the local policing team officer, who will give guidance on the law, the identification and disposal of substances, and whether or not the police should be more actively and formally involved in a given situation.

## **CONFIDENTIALITY**

In managing drugs, and in drug education lessons, teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and/or which the pupil asks not to be passed on, the request will normally be honoured. Exceptions to this will be:

- When child protection issues arise
- In order to co-operate with a police investigation
- Where there has been agreement to refer the pupil to an external agency

Every effort will be made to seek the agreement of the pupil before further sharing of sensitive information. Where information is to be shared, this will be strictly on a need-to-know basis.