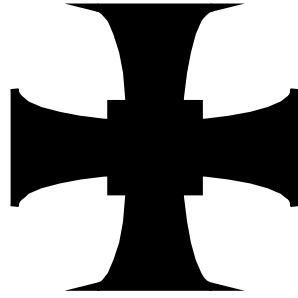


TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

DRUGS POLICY

Pastoral Committee

Reviewed: October 2020

Approved by the Pastoral Committee: November 2020

Ratified by the full Governing Body: December 2020

Next review: October 2022

This policy covers both Drugs Education and Drugs Incidents.

Introduction and aims

- 1 Trinity School is a Church of England Academy. Drugs education will take place within a clear moral framework, which fits with the Christian ethos of the school. Incidents involving drugs or other substances will also be dealt with, within that context, to care for potentially vulnerable young people involved in the possible misuse of drugs while giving very clear guidelines and expectations that all our students will seek to avoid such misuse and be aware of the serious consequences if they do not.

Both Drugs Education and dealing with Drugs Incidents will also have reference to the law governing such matters, and the school will seek to act in ways which are in keeping with the Cumbria LA, and Department for Education guidelines and regulations.

In brief, Trinity School will seek to educate our students so that they have enough information to avoid drug misuse, and to lead healthy lives. If there is an incident involving drug misuse in school, the Senior Leadership Team must be involved, as the matter is a very serious one, and a permanent exclusion for the student involved is the most likely outcome. The school will seek to preserve the taboo that there should be no illegal drugs on school premises or related activities at any time.

- 2 The purposes of this policy are as follows:
 - to clarify the legal requirements and responsibilities of the school;
 - to reinforce and to safeguard the health, safety and wellbeing of students and staff and others who use the school;
 - to clarify the school's approach to drugs for all staff, students, governors, parents and carers, external agencies, and the wider community;
 - to give guidance to the staff who develop, implement and monitor the Drugs education programme of the school;
 - to enable staff to manage any incidents involving drugs that occur on school premises, with confidence and consistency, and in the best interests of all involved;
 - to ensure that the response to such incidents fits into the overall approach to drugs education, to other policies of the school (such as Exclusion) and to the values and ethos of the school;
 - to provide a basis for evaluating the effectiveness of the school's approach to drugs education, and of the management of incidents involving drugs;
 - to reinforce the role of the school in contributing to local and national strategies to reduce the misuse of drugs among young people.
- 3 Key aspects of our work are:
 - dignity and respect for oneself;
 - respect for and consideration of others;
 - understanding of the law;
 - making healthy and informed choices.

We seek to reduce the demand for and the harm caused by the misuse of drugs and other substances. We seek to raise the self-esteem of our students, and to enable them to make healthy and right choices for themselves, based on good information.

- 4 Informal discussion and guidance about good and safe attitudes to drugs may occur in any lesson, but will always:
- assume that the right response is to 'say no' to drug misuse;
 - not encourage or confirm any ideas about the 'acceptability' of any drugs.

This forms part of the Staff Handbook and the Induction Pack to ensure consistency.

- 5 When dealing with 'drugs' in this context, the main referents are the illegal substances, such as cannabis, ecstasy, cocaine etc, within all classes of such illegal substances. However, we also take seriously the issues of alcohol abuse, and of dependency on nicotine from cigarettes, and other abuses of substances, as similarly harmful to the individual and to the wider community.

In the policy, 'drugs', as a term, does **not** include medicines, which are allowed in school under controlled conditions through the school medical unit. These are governed by the school's procedure on medicines in school.

- 6 There are clear links and consistencies between the Drugs policy and other school's policies: on Behaviour and expectations; on Exclusions; on Healthy Schools; on Child Protection; on Educational Visits.
- 7 This policy applies to the whole of the Trinity School site, its buildings and grounds, and to all students and staff, parents/carers and visitors, as appropriate to their behaviour and needs. It also covers all involved in school trips and visits, however short, and to students of the school who are receiving part of their education offsite in another institution or provider.

Section A Drugs Education

The aim of our Drugs Education programme will be to provide students with information about the types of drugs and their effects, and the social and health issues involved, so that they choose not to be involved in any way with substance abuse. It will be part of the school's work to encourage healthy living and safe life choices for our students.

The Scheme of Work for Drugs Education is part of the Personal Development Programme for each year group and can be viewed in school. This is principally delivered through our partnership with Jen Marrs from the company SHADES (Sexual Health and Drugs Education service) who is a county lead on this issue. Coverage of Drugs Education in school also comes through a range of curriculum subjects and across the key stages.

The range of taught Drugs Education activities will recognise that students can be influenced by many sources, and that these will not offer them balanced or accurate views. These include television, films, newspapers and magazines, pop music, and their peers. The programme will seek to correct, wherever possible, unhelpful or false ideas that may be current from such sources.

All teachers may be asked to cover some elements of Drugs Education, where this can be undertaken from their general professional training – such as social issues involved with smoking and alcohol. Within the specialist teaching of science, the physiological and other effects of drugs will be taught. Other specialist input will be brought into the school to cover the specifics of drugs and their misuse, such as the police, & health care professionals.

Through a programme of Induction, and continuing professional development, all staff are to be made aware of the school's Drugs Policy, and other related policies, as well as issues concerning drugs and their background in our local community.

Outside expertise may be sought in several areas, such as our Community Liaison Police Officer(s), but all those involved in the series of activities need to follow the general aims and guidelines of this policy, and to work in this context. Their working with our students should be approved by the Deputy Headteacher, or by the Headteacher, and a check will be made to ensure that they are cleared to work with young people in this way. A member of the staff of the school should always be present when an outside professional is leading a group.

Members of the staff of the school should not provide completely confidential advice or guidance to individual students. Students will be encouraged to talk to their parents/carers about personal issues that are raised by the Drugs Education programme, or to seek help from their doctor or from the school nurse. All staff are aware through Child Protection procedures of steps they must take to prevent harm.

Key Staff Roles

Should any member of staff become aware of Child Protection issues that are raised through the drugs' education programme, they will follow the procedures in the Staff Handbook, and notify the designated Child Protection Officer. The co-ordination of the school's programmed teaching about Drugs education is the responsibility of the Assistant Headteacher, Teaching and Learning, who oversees the planning of 'Freeze Day' activities. Overall responsibility for all drug issues within the school lies with the Headteacher, or Deputy Headteacher in the Headteacher's absence.

Section B Drugs Incidents

The school's position on the drugs issue should be made clear to all students: there should be no drugs on the school premises at any time. The same provisions apply to students who are not on the school site, but are involved in a school match, activity, trip or visit, or on a link course at Carlisle College or another school.

The possession, obtaining, use, possession with intent to supply, supply, dealing of illegal drugs and other unauthorised substances are all unacceptable, and would be most likely to result in a permanent exclusion from the school for students. The school would also seek to act to help these students to change their approach to the misuse of drugs in the interests of their better health and wellbeing.

Therefore, making things clear to our students, through assemblies, bulletin notices, the publication of this policy, and through the range of drugs education activities, about the way in which any incidents are dealt with, is important to us as a community.

Procedures

Detailed procedural advice for dealing with drug related incidents can also be found in the school behaviour policy. Any such incident must be dealt with by assigned members of the Senior Leadership Team. They should involve the pastoral staff too, but we should all make sure that there is a very limited circulation of information and identities of students, in the interest of all parties, and to maintain confidentiality.

This policy will also apply to any incident of drugs on school trips, and also to Trinity School students out of hours, off site and out of uniform, on link courses in Carlisle college or in other schools – whenever the student is engaged on an activity organised by the school and for which the staff of the school are responsible. It will be the responsibility of the group leader/trip organiser to deal with any incidents which happen off site, but in consultation with the EVC/Emergency contact, and then with the Headteacher or the Deputy Headteacher.

It is our policy to inform police and parents/carers of any illegal actions, involving the use, or supplying, or obtaining, or dealing in drugs in school. Informing the police is the responsibility of the Senior Leadership Team and should not usually be done without their involvement. We shall also inform parents/carers, and the police if necessary, of the abuse of other substances, such as alcohol, solvents, and cigarettes, to try to prevent these escalating into worse misuses.

All investigations carried out in must be careful to avoid the pitfalls of leading questions, identifying the names of other students, and so on. They should be undertaken as a matter of first priority, giving the opportunity for locating any substances on the school's premises, and for each student being able to give an independent account of what has happened.

If there is any concern about the seriousness of particular incidents, in our professional judgement, then we should inform the police as soon as possible, and act upon their advice and guidance. We should not undertake any investigation, which might interfere with or harm a subsequent criminal investigation.

We will work with the Youth Offending team, and other agencies where appropriate, to provide specialist education and counselling to students involved with a drugs related incident. The well-being of students involved is very important, as we look into their physical state, self-esteem, and so on. The actions of the school in care should be

focussed on this as well as upon the disciplinary matter, as every such incident is a very serious breach of the school code of conduct.

Searches – the school does not support general or random searches, but would support and require the search of an individual bag or belongings, and of school property if there were specific reason for doing so. The police would be informed and involved. There should always be two members of staff involved in such a process.

We are also mindful of and practice in accordance with DFE guidance which confirms our general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006. This enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

Where other substances are found, which are not believed to be controlled drugs these can be confiscated if a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Dealing with drug-related incidents – procedural advice

The following provides our framework for dealing with incidents surrounding the use, suspicion of use and finding of drugs and substances. We recognise that drug use can be a symptom of other problems and, where appropriate, we will involve or refer students to other services. Within our school the following guidelines apply to the possession or use of drugs, alcohol and tobacco on school premises:

Medicines

Where students are prescribed medicines, cases will be dealt with on an individual basis and appropriate procedures will be followed (e.g. safe storage and administration of medicines in line with national guidance). Information for parents on this issue is available on request from the school.

Tobacco

In line with legislation, the school operates a 'No Smoking' policy in the building and on the school site. This also applies to the use of e-cigarettes.

Alcohol

No alcohol is consumed during the normal school day. Those hiring the school premises are not allowed to consume alcohol on site unless it has been authorised by the Governing Body and forms part of the Lettings Contract.

Solvents

The school will ensure that potentially harmful substances are stored safely, and students will be supervised carefully where such substances are used during their work. The use of aerosol deodorants will be discouraged because of the potential risks to people with asthma or other bronchial problems.

Illegal substances

Illegal or illicit substances must not be brought to school or used on school premises.

Discovering a drug or suspected illegal substance

- (1) Take possession of the drug/substance and inform the Headteacher/Senior Leadership Team member who will inform the Headteacher at the first available opportunity.

- (2) In the presence of a witness the article should be packed securely and labelled with the date, time and place of discovery.
- (3) The package should be signed by the person who discovered it and stored in a secure place.
- (4) The Headteacher will always involve the school's link community liaison Police Officer in the case of suspected drugs or illegal substances in school.
- (5) In the event of discovering a hypodermic needle, the incident should be recorded and the following procedure should be observed to protect all persons:
 - Do **NOT** attempt to pick up the needle.
 - If possible, cordon off the area to make it safe.
 - Inform the Headteacher/Senior Leadership Team member.
 - The needle should be placed in a sharps box or other secure metal box and disposed of via a local medical surgery. *[ensure that the school has an arrangement for such a service]*

Discovering or suspecting a student is in possession of a drug/drug paraphernalia

- (1) Request that the student hand over the article(s).
- (2) Having taken possession of the substance/paraphernalia, the procedure should be followed as above.
- (3) **EXTREME CARE SHOULD BE TAKEN IF HYPODERMIC NEEDLES ARE INVOLVED.**

If a student refuses to hand over articles a search may be required - it should be noted that in accordance with current DfE advice:

- The Headteacher and other authorised staff can search lockers etc. without the permission of the student when looking for prohibited items.
- Teachers can search a student's outer clothing so long as a witness is present, without the consent of the student. The personal search must be undertaken by a teacher of the same sex with the witness being the same sex wherever possible. Reasonable force may be used to complete the search.
- Students should be given the opportunity to empty their pockets, bag, etc. in the presence of a witness.

Dealing with a student suspected to be under the influence of a drug or substance

Stay calm, place the student in a quiet area, do not leave on their own and seek medical advice from the school's first aider who will assess the situation and act appropriately, the Headteacher/Senior Leadership Team member must also be informed.

Any suspected substances found should travel with the student if removed from the school for treatment. Vomit should be safely collected where possible by the school's First Aider and taken with the student (for analysis).

All drug related incidents will be recorded.

When to contact the Police/disciplinary action

The Police will always be contacted in situations where controlled drugs are found. Any decisions made on the appropriate disciplinary action to be taken will take the Police advice into consideration. Further advice on this subject can be found in the NPCC guidance document '[When to call the Police – Guidance for schools and colleges](#)'.

- Where controlled drugs are found, these will be delivered to the Police as soon as possible.

- Alcohol will be disposed of. Under no circumstances will alcohol be returned to the student.
- Tobacco or cigarette papers will also be disposed of in the same way as alcohol.
- If other substances are found which are not believed to be controlled drugs, these will be confiscated and disposed of in accordance with the school's procedures. This would include, for example, so called 'legal highs'. Where staff suspect that a substance may be a controlled drug, they will treat them as controlled drugs and follow the procedure above.

In the event of a drug-related incident in the school, the school would co-operate with the Police should they wish to search the premises.

As a result of a drug-related incident, the student(s) concerned will be subject to disciplinary action. This action may result in a fixed term exclusion and in the most serious of cases would result in permanent exclusion.

Procedures for dealing with drug-related incidents involving adults

The following examples are situations where concerns about drug misuse or related behaviour involve a parent or other adult rather than students:

- Adults may attend school premises under the influence of alcohol or drugs.
- A parent or adult may attempt to remove a child from school premises during or at the end of the school day whilst under the influence of alcohol or drugs.
- An adult may behave aggressively, intimidate or threaten staff or assault school staff or students whilst appearing to be under the influence of alcohol or drugs.
- School staff may be concerned that a parent or family member's drug misuse may put the child at risk.
- An adult may be involving students in drug misuse or the supply of drugs to students.

These examples are not exhaustive and in each case, the Headteacher will consider the safety of the whole school community including staff when determining the appropriate course of action.

Where, in the opinion of school staff, it is thought that an adult is unable to provide appropriate care and supervision of a child because they are under the influence of drugs or alcohol, they will first attempt to contact an alternative adult carer for the child before contacting the LA Social Care Services and, if necessary, the Police.

Where there are concerns over the safety of the child, school staff will attempt to persuade the adult not to leave the premises with the child until appropriate assistance arrives. If the adult insists on leaving the school, staff will immediately contact the Police. This will also be the case if an adult becomes threatening or aggressive.

If school staff have concerns about an adult or adults supplying drugs on or near school premises, or to any of the students outwith school premises, the Headteacher or other member of staff will consult with the Police.

Outcomes

The most likely outcome of having or using illegal drugs, Classes A-C, in school or on a school activity is permanent exclusion. The school would also seek to ensure the right care and treatment for the student concerned. However, such an important taboo would have been broken, it would therefore not be possible for the student to remain part of the school's community.

Where alcohol, or volatile substances, or repeated use of cigarettes or e-cigarettes (vapes), was the issue, then a fixed term exclusion would be the most likely response, with attendant health care and treatment also being offered to & expected of the student involved, usually via appropriately trained staff members or through the family GP.

Liaison

Working with the families of the students, with the police, with health care professionals and other agencies is central to the actions that the school takes. Designated pastoral staff are responsible for liaison with outside health care and other professionals. The Assistant Headteacher with responsibility for Behaviour and Welfare (11-16) and the Assistant Headteacher – Sixth Form are responsible for liaison with the Police and with Social Services.

The Headteacher is responsible through the Carlisle Secondary Learning Consortium, for liaison with other local schools in collaborating on the content of Drugs Education in school; in any joint management of incidents involving students from more than one school; in seeking consistency between schools in dealing with incidents; in working together with each other and with the LA on professional development opportunities, and in managing the transition of students between schools at 11 or 16, or in mid-year transfers.

Useful addresses and contacts for help and advice both locally and nationally

FRANK can give you information and support on any issue to do with drugs.

Talk to FRANK: Tel: 0300 123 6600

SMS FRANK if you are hard of hearing: 82111

Email: frank@talktofrank.com

Website: www.talktofrank.com

Alateen support groups are for teenagers who're affected by someone else's drinking – usually a parent.

Tel: 020 7593 2070

Website: <http://www.al-anonuk.org.uk/public/what-alateen>

Childline is for children and young people, who are in any kind of trouble or danger.

Tel: 0800 11 11 11

Website: www.childline.org.uk

Inspira (formerly Connexions Cumbria) provides confidential advice for everyone aged between 13 and 19 on issues ranging from families to health, jobs and relationships.

Website: www.inspira.org.uk/

28 Lowther Street

Carlisle

Cumbria

CA3 8DH

Tel: **01228 596272** Fax: **01228 64096**

National Treatment Agency

8th Floor, Hercules House Hercules Road London SE1 7DU

Tel: 020 36820503

enquiries@phe.gov.uk

CADAS

17a West Tower St, Carlisle, Cumbria, CA3 8QT

Tel: 01228 544140

email: info@cadass.co.uk

Cumberland Infirmary, Carlisle North Cumbria Acute Hospitals NHS Trust

Cumberland Infirmary, Newtown Road, Carlisle, Cumbria, CA2 7HY

Telephone 01228 523444

Children's Services

Cumbria House, 117 Botchergate, Carlisle, CA1 1RD

Telephone: 01228 226633

email: cafcebs@cumbria.gov.uk