



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

**POLICY
DOCUMENT**

Drugs Policy (Students)

Document Owner:	Trust Board
Responsible Trust Committee:	Trust Leadership Group
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APPROVED Signature (Trust Board):	DATE ()
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1. Other relevant policies and documents

- Behaviour Policy
 - Confidentiality Policy
 - Curriculum Policy
 - First Aid Policy
 - Health and Safety Policy
 - Health and Safety Procedures Manual
 - Learning and Teaching Policy
 - Safeguarding Policy
 - Safeguarding Procedures Manual
 - Smoking Policy
 - SMSC Policy
- "DfE and ACPO drug advice for schools: Advice for local authorities, headteachers, school staff and governing bodies: (DfE, September 2012)

2. Explanation of terms used in the policy

'Trust' = Seckford Foundation Free Schools Trust

'Free School(s)' = schools within the Trust

3. Policy statement

This document outlines the Drugs Policy for students (including drugs education and drugs incidents) for the Free Schools within the Trust. This policy covers the Trust and all its Free Schools and as such there is no need for each Free School to have its own policy.

The Trust seeks by education and deterrence to prevent misuse of drugs by its students.

All non-medical drugs on school premises are unacceptable. The Trust and its Free Schools are no smoking sites and smoking is not allowed at any time. The Trust adopts a zero tolerance response to incidents of smoking, consumption and / or possession of alcohol and drugs.

The Trust believes that drug education should give students knowledge, skills and attitudes to appreciate the benefits of a healthy life-style and to relate these to their own actions, both now and in the future.

All staff have a responsibility for drug education and must be fully aware of this policy and its implications for themselves and for others in the community.

4. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy. Any other complaints should be brought to the attention of the Headteacher of the relevant Free School in the first instance. Serious issues could be raised through the Trust's Whistleblowing Policy.

5. Compliance and performance monitoring

The Trust Board will review this policy every two years and ensure that practice across all schools is in line with this policy. Any review will take into account the most up-to-date legislation and guidance.

The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- Internal Audit

6. Objectives

The objectives of the policy are to:

- Clarify the legal requirements and responsibilities of the Trust and its Free Schools;
- Reinforce and safeguard the health and safety of students and others who use the school sites;
- Clarify the Trust's approach to drugs for staff, students, Trustees / governors, parents / carers and the wider community;
- Give guidance on developing, implementing and monitoring the drug education programme;
- 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;
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and values and ethos of the Trust and its Free Schools;
- Provide a basis for evaluating the effectiveness of the Trust's drug education programme and management of incidents involving illegal and other authorised drugs;
- Reinforce the role of the Trust and its Free Schools in contributing to local and national strategies.

7. Defining 'drugs'

The Trust defines the term 'drug' as '*a substance people take to change the way they feel, think or behave*' and this therefore includes:

- solvents;
- over-the-counter medicines;
- prescribed medicines;
- illicit substances;
- all illegal drugs (controlled by the Misuse of Drugs Act 1971)
- alcohol;
- tobacco;
- volatile substances;
- khat;
- amyl nitrates (known as poppers);
- All "legal highs", called new psychoactive substances (NPS) *.

** NPS are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess. New psychoactive substances should be included in the school drug policy as unauthorised substances and treated as such. If there is uncertainty about what the substance is, it should be treated as a controlled drug.*

This definition applies throughout the whole policy.

Fundamental to the values of the Trust is the principle of sharing the responsibility for the education with parents / carers. We strive for effective communication and cooperation.

All non-medical drugs on school premises are unacceptable. The Trust and its Free Schools are no smoking sites and smoking is not allowed at any time. The Trust adopts a zero tolerance response to incidents of smoking, consumption and / or possession of alcohol and drugs. Students are not permitted to smoke, or consume any substance as detailed in this policy, at any time during the school day, including the journey to and from school or on any school trips that include a residential element.

Whilst we acknowledge that the numbers of young people who use and misuse substances are rising, it is important to recognise that many young people are choosing not to do so.

8. Drug Education

The Trust and its Free Schools believe that the purpose of drug education should be to give students knowledge, skills and attitudes to appreciate the benefits of a healthy life-style and to relate these to their own actions, both now and in the future.

Through our drugs education, the Trust aims to:

- Enable young people to make healthy, informed choices through helping them to increase their knowledge, challenging and exploring attitudes and developing and practicing skills;
- Help young people to develop further a sense of self-worth and self-esteem;
- Increase understanding about the implications and possible consequences of drug use and misuse;
- Help young people to distinguish between difference substances, consider their use, misuse, benefit and harm;
- Listen to young people's thoughts, feelings and concerns and to ensure that drug education responds to their needs;
- Counter any inaccurate messages and myths which young people may receive about drugs with accurate information;
- Encourage an understanding for those experiencing, or likely to experience, drug use (including those dependent on medicinal drugs.);
- Widen understanding about related health, social and legal issues;
- Enable students to identify where help and support can be found;
- Promote healthy lifestyles.

We intend to achieve our aims through:

- A co-ordinated, integrated and consistent approach to the curriculum and to possible drug related incidents;
- An appropriate teaching programme which responds to students' needs;
- Clearly defined learning outcomes for lessons and other inputs;
- Reinforcement of key messages at different ages and stages and in different situations;

- Content and teaching approaches, which match the needs and maturities of all students, including those with special educational needs and English as an additional language;
- Involvement of the whole community, including staff, Trustees / governors, parents / carers, students and visitors;
- Training and support for all staff in the planning and implementation of drug education and drug awareness, in order to help them to respond to drug related incidents;
- Regular revision of policy and practice;
- Recognising that adults are role models for students and committing ourselves to a smoke-free environment; not using alcohol on the premises (save for where used in Food Technology, in cooking in the kitchen and for adult-only social events); working in partnership with parents / carers and finding ways to avoid the need for over-the-counter drugs, such as finding a quiet room or corner for headache sufferers.

9. Planning drugs education

Opportunities for drug education will be clearly identified on long, medium and short term plans.

In planning drug education for students with SEND, our teachers consider a range of responses. For example:

- Additional support given by staff;
- Activities may be differentiated or adapted;
- Programme aspects may need to be emphasised or expanded;
- Revisiting knowledge and skills in different contexts;
- Using strategies to increase access to drug education, such as theatre projects, ICT, school visits and specialist equipment.

Drug Education opportunities include:

- Through planned elements of curriculum subjects, including Science and Philosophy and Ethics;
- PSHE and Citizenship sessions;
- Pastoral time;
- Assemblies;
- Through planned visits from school nurse, police officer or other appropriate people;
- Through informal curricular / extra curricular activities.

A wide range of teaching approaches is used and we particularly encourage active and accelerated learning methods, which involve children's full participation. Ground rules will be negotiated when appropriate and the sensitivity of the work will be recognised, safeguarding the interests of the students and all involved.

Work will be regularly monitored and evaluated by all staff and students.

10. Confidentiality

Some students may choose to mention instances of drug use in class or to individual members of the school community. All staff are required to follow the Trust's Safeguarding Policy and Confidentiality Policy and clearly state that they may not be able to guarantee confidentiality.

The staff member must immediately refer the incident to the Designated Safeguarding Lead, respecting the student's right to discretion by not discussing the matter with other colleagues.

11. Roles and responsibilities

This policy relates to all members of staff within the Trust. All staff have a responsibility for drug education and must be fully aware of this policy and its implications for themselves and for others in the community. Drugs education in the Free Schools will be overseen and coordinated by the Deputy Headteacher (Pastoral). Whenever adults interact with children, they must recognise that they may be influencing attitudes and behaviour.

All staff should consider themselves as role models whose behaviour the children are likely to notice and often follow. Staff also have a responsibility to know how they should respond to any possible drug related incident (refer to the Designated Safeguarding Lead). They receive training and support in delivering their responsibilities.

The Headteacher and Senior Leadership Team have the ultimate responsibility for ensuring that policy and practice in this area are fulfilled, including appropriate curriculum content and response to drug related incidents.

12. Response to drugs related incidents

The Trust maintains that the possession by students of any drugs (as defined within the introduction to this policy), tobacco or alcohol on Free School sites at any time is forbidden.

The issue of searching and confiscation is covered in the Trust's Behaviour Policy.

Possession, misuse or supply of class A – C drugs on a Free School site or offsite during school trips or other events will normally result in permanent exclusion (with very few exceptions). A student who supplies any drugs or other solvents (whether legal or illegal, and regardless of the seriousness of the use) on Free School premises or on the way to and from school or otherwise in the care of the school will normally be permanently excluded for a first offence.

'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student of the school, introducing fellow students to a drug dealer, and any other instance of procuring legal or illegal drugs for him/herself or other students. 'Supply' includes supplying for money or free of charge.

Before making a decision on permanent exclusion the Headteacher will ensure that a full and satisfactory investigation has been carried out.

Parents / carers and students are informed of this policy through the school website, prospectus, PSHE lessons, pastoral activities and through assemblies.

The only medical drugs allowed on site are those for the essential use of staff or students. Epi pens and asthma inhalers should remain with the prescribed individual throughout the day. A selection of staff will be trained in how to administer Epi pens. Medication for use by diabetic individuals should also remain with the prescribed individual. See First Aid Policy for information on prescribed and over the counter medicines on Free School sites.

We will consider each situation individually and recognise that a variety of actions in response may be necessary to drug related incidents as recommended in national guidance. (such as 'Drugs: Guidance for Schools', DfES, 2004). If the situation leads to a medical emergency the school first aid procedures will be followed immediately (see First Aid Policy).

In addition to responding to any necessary medical emergency, the Headteacher must be informed, and an appropriate response considered. We will refer to the DfE guidelines on responding to drug related incidents to determine the necessary response. The implications of any action we take will be carefully considered. The focus of any response will be the student not the substance and we will seek to balance the interest of the individual, other members of the school community and the wider community.

All Trust properties are non-smoking sites. All members of the Trust are expected to uphold this requirement. The Trust's Smoking Policy provides more detail. The legal age for smoking is 18. Students who are found smoking will be dealt with under the Behaviour Policy.

Teachers must all be alert to the warning signs that students may be misusing drugs, including alcohol. All staff will receive training in this area. We recognise that early detection of drug or alcohol misuse is extremely important and teachers must be vigilant both on the school premises and when accompanying groups of students away from school premises.

If drugs are discovered on the school premises, school staff will take temporary possession of any substance suspected of being a controlled drug for the purpose of protecting a student from harm. 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.

The substance will be handed to the Headteacher and, in the presence of another member of staff, placed in a sealed container and both signed and dated. It will then be safely stored until it can be collected by a police officer who will advise the school on the most appropriate response to the situation. All such incidents will be recorded.

The Headteacher and additional staff members, designated with that responsibility by the Headteacher, may search a student's locker / bag where they have reasonable cause to believe it contains unlawful items including drugs. Where it is suspected that students are concealing illegal drugs on their persons they will be referred to the Headteacher, or Deputy Headteacher who will ask them to produce the substance (by, for example, turning out their

pockets). If a student refuses, no further physical action can be taken. Teachers will not take action independent of the Headteacher or Deputy Headteacher.

Before any further steps are taken, parents / carers will be contacted and asked to attend school. The Headteacher reserves the right, at his / her discretion, to summon police assistance at any time and every effort will be made to secure parent / carer permission before interviewing the student.

These rules and procedures also apply to students on their way to and from school and when they are in uniform. Although the involvement of students in drug-related incidents out of school hours and away from school grounds does not directly affect the life and work of school, the Headteacher retains the right, at his / her discretion, to consider the effects of such incidents upon the good name of the school and to take any action he / she considers appropriate (see Behaviour Policy).

13. Health and safety of students

In the absence of indication of drug misuse on school premises, it is not considered appropriate to organise special daily or weekly checks of the school grounds for signs of drugs misuse. Any suspicious items discovered during routine patrolling of the school will, of course, be referred to the Headteacher or designated person for drugs incidents, for consideration.

All teachers must be prepared to deal with drugs-related emergency by calling on the designated person for drugs incidents, one of the school's trained first aiders and also summoning professional medical help. The Headteacher must always be informed and parents / carers must always be contacted as soon as possible. This also applies to parents / carers and other visitors to the school.