

**St Katherine's School  
Policy No. SKP A010**

**DRUGS POLICY**

**1.0 RATIONALE**

- 1.1 This policy encourages a shared approach to drug education and managing situations and incidents across the school community, so that young people and those who live or work with them receive consistent messages. It promotes informed decision making by young people, whilst recognising the damage drug misuse can cause for both individuals and communities.

**2.0 AIMS**

The aims of this policy are to:

- 2.1 Enable young people to make informed decisions about drug use.
- 2.2 Increase access to help and support for young people
- 2.3 Support parents, carers, members of the community and professionals to develop their knowledge, awareness and confidence in relation to drugs.
- 2.4 Promote a safer community in the long term.
- 2.5 Provide a framework for a consistent approach to working with young people in relation to drugs at St. Katherine's School.

**3.0 CONTEXT OF THE POLICY AND ITS RELATIONSHIP TO OTHER POLICIES**

- 3.1 This policy should be read in conjunction with the following policies: Safeguarding, Behaviour and Health and Safety.

**4.0 LOCAL AND NATIONAL REFERENCES**

- 4.1 This policy is underpinned by reference to local and national policy and documentation. This includes DFE and ACPO Drug Advice For Schools; DFE 2012 and Screening, Searching and Confiscation: Advice for Head Teachers, Staff and Governing Bodies: DFE 2011.

**5.0 THE PURPOSE OF THE POLICY**

- 5.1 Schools have a clear role in preventing drug misuse as part of their pastoral responsibilities. A key aspect of this role is in identifying students at risk of drug misuse.
- 5.2 This policy acts a central reference point for all staff and governors in relation to drugs
- 5.3 The purpose of the school drug policy is to:
  - Clarify the legal requirements and responsibilities of the school.
  - Reinforce and safeguard the health and safety of students and others who use the school.
  - Clarify the school's approach to drugs for staff, students, 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 school.
- Provide a basis for evaluating the effectiveness of the school drug education programme and management of incidents involving illegal and other authorised drugs.
- Reinforce the role of the school in contributing to local and national strategies.

## **6.0 DEFINITIONS AND TERMINOLOGY**

6.1 Throughout this policy the school will use clear terminology around drugs.

- A drug: Any substance which affects how a person thinks, feels or behaves (World Health Organisation). The term embraces medicinal, non-medicinal, legal and illegal drugs. Therefore, “drug” includes: alcohol, tobacco, volatile substances (solvents, aerosols etc.), medicines and illegal drugs.
- Drug Use: The consumption of any drug.
- Drug Misuse: Drug taking which harms physical mental or social well being. This could, for example, include physical or psychological dependence, improper use of medicines, intoxication, breach of school rules or the law
- Authorised drug Use: Where drug use is accepted by the organisation – use of controlled medicines.
- Unauthorised drug use: Where use is restricted or prohibited.

## **7.0 THE SCHOOL'S STANCE TOWARDS DRUGS, HEALTH AND THE NEEDS OF STUDENTS**

- 7.1 The school provides drug education as part of a well-planned programme of PSHE education delivered in a supportive environment, where students are encouraged to open into discussion around drug related issues and feel confident about asking for help when necessary.
- 7.2 At KS3 students learn more about the effects and risks of drugs and the laws referring to drugs. They learn the skills to recognise and manage risk and to resist pressures. They continue to develop the skills to make choices for a healthy lifestyle and learn about where to go for help and advice.
- 7.3 At KS4 students build on their knowledge and learn more about the effects of drug misuse on family, friends, community and society. They gain greater understanding through clarifying their opinions and attitudes in discussions and debate and considering the consequences of their decisions.
- 7.5 St. Katherine's School is subject to the same smoke free legislation as other schools. The School is a smoke free-site.
- 7.6 The school has a fully licensed bar as part of its Hospitality and Catering facility. Alcoholic liquor is stored securely as per licensing regulations. Any alcohol brought onto site for the purposes of entertainment is kept in a secure location.
- 7.3 The school provides information and support for smokers to quit e.g. promoting access to smoking cessation classes.
- 7.4 The school works closely with the School Nursing Team to ensure that information, advice and guidance is given to students with substance misuse difficulties.

## **8.0 STAFF WITH RESPONSIBILITY FOR DRUGS**

- 8.1 The Headteacher will ensure that a member of the Senior Leadership Team will oversee and coordinate the working of this policy on a daily basis. This person is Hayden Southon who is also responsible for the drawing up and reviewing of the policy.
- 8.2 All members of the Senior Leadership Team will have the authority to search students and confiscate drugs as situations arise.
- 8.3 The Head of PSHE is responsible for planning and coordinating the delivery of the Drugs Education Programme.
- 8.4 The SEN and Inclusion Governor will monitor the effectiveness of the daily operation of this policy.

## **9.0 STAFF SUPPORT AND TRAINING**

The school is committed to ongoing support and training for staff. This means that staff will have:

- 9.1 Access to drug-related information which is accurate and up-to-date and sensitive to cultural, ethnic, and religious and gender differences.
- 9.2 Access to relevant and appropriate training.
- 9.3 Opportunities to develop personal skills and confidence in delivering Drug Education and managing drug-related situations and incidents.
- 9.4 Clear definitions of issues concerning boundaries and confidentiality.
- 9.5 An environment which provides opportunities to express their views and share concerns openly.
- 9.6 Access to independent advice and support, in both personal and professional capacities.

## **10.0 MANAGEMENT OF DRUGS AT SCHOOL AND ON SCHOOL TRIPS**

- 10.1 Each drug related incident will be considered on its own merit when deciding on appropriate and relevant sanctions, including Fixed Term and Permanent Exclusion. The Headteacher will give suitable consideration both to the student involved and to the welfare of other students in the school. The Headteacher will also take into consideration whether the drugs were being supplied to other students.
- 10.2 Drug related incidents at school will include the following:
  - Disclosure by students of their own unauthorised drug use or the use by another person.
  - Unauthorised drugs being in the possession of students on school premises, the way to and from school and on trips and visits.
  - Unauthorised drugs being supplied on the premises, the way to and from school and on trips and visits.
  - Supply or intended supply of unauthorised drugs on the premises, the way to and from school and on trips and visits.
  - Young people adversely affected by the drug use or misuse of others.
  - Physical evidence of unauthorised drug use being found on or around the premises.
  - The intimidation of a young person by peers or others in relation to drug use.
  - Students or parents being under the influence of drugs on school premises.

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- 10.3 Members of the Senior Leadership Team are allowed to confiscate and retain substances which are believed to be controlled drugs. This includes psychoactive substances or legal highs. If the member of the SLT is unable to identify the legal status of a drug it will be treated as a controlled drug.
- 10.4 During any search and confiscation a second adult will be present.
- 10.5 The sample will be sealed in a plastic bag and this will include a note to indicate the time, date, name of student and staff present.
- 10.6 The sample will be stored in a secure location with limited access to members of the Senior Leadership Team.
- 10.7 The school is not required to inform parents before a search takes place or to seek their consent in doing so.
- 10.8 The school will always inform parents/carers where alcohol, illegal drugs or potentially harmful substances are found unless there is clear safeguarding reason for not doing so.
- 10.9 The school will ensure that a detailed log of the incident is written and stored with the students' record.
- 10.10 If a student is under the influence of a substance, priority will be placed on safety, meeting any medical emergencies first and then summoning appropriate help before addressing further issues. The major concern for the school in managing drugs is the health and safety of the school community and meeting the pastoral needs of students.
- 10.11 If a parent/carer is under the influence of a substance, the member of staff who is responsible for drug incidents in the school should be called a.s.a.p. Staff will try to maintain a calm atmosphere. The focus will be on the welfare of the pupil not the moderation of the parent/carers behaviour. If staff are concerned about releasing the child into the care of a parent/carer under the influence school might choose to discuss with parent/carer if alternative arrangements can be made (e.g. another parent/carer to accompany the child home)
- 10.12 If this happens repeatedly the school may look at invoking child protection procedures; if the parent/carer becomes abusive/violent the school may involve the police.
- 10.13 Needles or syringes found on school premises will be placed in a sturdy, secure container (e.g. tin with lid) using sturdy gloves (dirty needles should not be disposed of in domestic waste. Students will be taught to tell a member of staff a.s.a.p. and not to touch.

## **11.0 POLICE INVOLVEMENT**

- 11.1 A senior member of staff who is responsible for the school's drugs policy will liaise with the police and agree a shared approach to dealing with drug-related incidents. This approach will be updated as part of a regular review of the policy.
- 11.2 The school will notify the police where drugs have been confiscated in order that they can be disposed of in an appropriate manner.
- 11.2 The police will not normally need to be involved in incidents involving legal drugs, but the school may inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

## **12.0 THE NEEDS OF STUDENTS**

- 12.1 The school will ensure that students:
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- Have access to information which is accurate, up-to-date, and appropriate to their age and level of understanding and sensitive to cultural, ethnic, and religious and gender differences.
- Have access to independent advice and support when they need it and in a location and context this is appropriate for them
- Can share information confidentially unless this is unavoidable due to child protection issues, an ongoing police investigation or the need for referral to external services
- Are treated with respect and sensitivity.
- Have access to a varied, planned and cohesive education programme, which enables them to explore and practise relevant skills and attitudes, and which gives them time to reflect on what they have learnt.
- Have the opportunity to participate in the shaping and evaluation of their drug education programme using methods appropriate to their maturity, for example, through consultation or research.
- Are allowed to learn from their mistakes and be supported.

## **13.0 WORKING WITH EXTERNAL AGENCIES**

13.1 Drug use can be a symptom of other problems and difficulties. The school will refer students to local agencies that can offer targeted and specialist help.

## **14.0 INFORMATION SHARING**

14.1 Staff will act with regard to sharing information on a need to know basis in line with the Data Protection policy. The essential nature of confidentiality is not altered by the fact that the incident involves drugs.

## **15.0 INVOLVEMENT OF PARENTS/CARERS**

15.1 The school will ensure that a copy of this policy is available on the school website. Printed copies or copies in another format such as Braille or large print are available on request.

15.2 Parents are kept informed of what issues are covered in drug education and are provided with appropriate information on drugs and sources of help and support

15.3 Complaints relating to this policy and its outworking will be dealt with through the normal School Complaints Policy

15.4 Students will have parents, carers or family members who use drugs, including medicine, alcohol and tobacco. Some will experience illegal drug misuse by family members. We will take care to ensure that our Drug Education programme takes into account possible misuse of drugs by family members. We will work to ensure that the content of our programme does not stigmatise young people or heighten their anxieties about their family members' welfare. It will be a high priority to determine and address the additional needs of young people who experience drug misuse in the home. Any work with children of drug misusing families will be within the context of our Child Protection procedures.

## **16.0 THE ROLE OF GOVERNORS**

Governors play a key role in monitoring the effectiveness of this policy. Governors will be provided with:

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- 16.1 A clear explanation of their roles and responsibilities concerning Drug Education
- 16.2 Appropriate training opportunities
- 16.3 The opportunity to observe and discuss curriculum content and classroom practice, in line with existing school policy
- 16.4 Knowledge of and support with legal, and DfE requirements
- 16.5 Information through the Headteacher of any serious drug-related incident.

## **17.0 LIAISON WITH OTHER SCHOOLS**

- 17.1 The school will work proactively with other schools around the management of incidents that require consultation with another school.
- 17.2 The school will work to share training opportunities and INSET.

## **18.0 LIAISON WITH OTHER AGENCIES**

- 18.1 The school will make use of the expertise of visitors and experts from outside agencies, but this will be seen as an enrichment of our provision and not a substitute for the effectiveness of education based upon the relationship between teacher and students. Such visitors will be made aware in advance of our policy and will be expected to work within it. They will work in collaboration with appropriate staff to ensure continuity.

## **19.0 STAFF CONDUCT AND DRUGS**

- 19.1 Staff work in accordance with the Safeguarding Policy and Safer Working Practices

## **20.0 MONITORING AND EVALUATION OF POLICY**

- 20.1 The SEN and Safeguarding Governor will meet regularly with a member of the Senior Leadership Team to discuss the implementation of this policy.
- 20.2 This policy and its practice will be reviewed routinely by the Full Governing Body