



Mildenhall College
A C A D E M Y

Drugs Policy

Adoption Date: 18th September 2013

Last Reviewed: 15/06/2017

Next Review: 15/06/2020

This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.

Links to other policies:

- **Rewards and Sanctions Policy**
- **Behaviour for Learning Policy**
- **Teaching and Learning Policy**
- **Curriculum Policy**
- **Safeguarding Policy**

Mildenhall College Academy

Drug Policy

Academy Transformation Trust statement

The presence of unauthorised drugs in Trust academies is not acceptable. Our academies will be a safe place for us all to work, and the presence of unauthorised drugs represents a threat to our health and safety.

This policy has been drawn up under the requirements of the DfES circular for 1995 'Protecting Young People'. 'Drugs: Guidance for Schools' (DfES 0092/2004) and DfE and ACPO drug advice for schools Advice for local authorities, headteachers, school staff and governing bodies (September 2012). The policy was originally formulated by a county working group of governors, teachers and parents.

Aims of the policy:

- To clarify the legal requirements and responsibilities of the academy and to provide clear guidelines for dealing with drug related incidents in the academy
- To reinforce and safeguard the health and safety of students and others who use the academy
- To clarify the academy's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community and to ensure that the academy adheres to the requirements of the law in dealing with such incidents
- To give guidance on developing, implementing and monitoring the drug education programme
- To enable staff to manage drugs on academy premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- To ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the academy and to recognise that drug education is a major component of drug prevention
- To provide a basis for evaluating the effectiveness of the academy drug education programme and the management of incidents involving illegal and other unauthorised drugs
- To maintain a safe civilised environment free from harmful and illegal drug activity

Guidelines

- This policy not only covers illegal substances as defined in the Misuse of Drugs Act but also covers solvents and alcohol as prohibited substances in the academy
- The academy has a duty of care to the "whole academy community". This includes students, employees and members of the public with legitimate right to be on the academy premises
- Under the Misuse of Drugs Act 1971, it is an offence to allow the premises for which you are responsible to be used for the smoking of cannabis or opium or for the production or supply of controlled drugs
- This policy applies to academy premises, journeys to and from the academy, academy visits and journeys or any situation where the academy is used as a vehicle for the misuse of substances
- The responsibility to educate students about the misuse, risk and dangers of drugs is met by the academy's PSHE provision within the Skills for Life programme and in other subjects such as Science, where appropriate.
- Drug education provision for students with special educational needs and vulnerable students is designed to be appropriate to their level of learning

Responsibilities

The Principal will:

- ensure that staff and parents/carers are informed about this drugs policy
- ensure that the policy is implemented effectively
- manage any drug-related incidents
- ensure that staff are given sufficient training, so that they can teach effectively about drugs, and handle any difficult issues with sensitivity
- liaise with external agencies regarding the academy drugs education programme
- monitor the policy on a day-to-day basis, and report to governors, when requested, on the effectiveness of the policy

The Local Governing Body will:

- designate a governor with specific responsibility for drugs education
- establish general guidelines on drugs education
- support the Principal in following these guidelines
- inform and consult with parents and carers about the drugs education policy
- liaise with local and national health organisations, so that the academy's policy is in line with the best advice available
- support the Principal in any case conferences, or in appeals against exclusions

The Role of Parents and Carers

The academy is well aware that the primary role in students' drugs education lies with parents and carers. We wish to build a positive and supporting relationship with the parents/carers of our students, through mutual understanding, trust and cooperation. To promote this objective, we will:

- inform parents or carers about the academy drugs policy
- invite parents and carers to view the materials used to teach drugs education in our academy
- answer any questions that parents and carers may have about the drugs education that their student receives in the academy;
- take seriously any issue which parents and carers raise with teachers or governors about this policy, or about arrangements for drugs education in the academy
- encourage parents and carers to be involved in reviewing the academy policy, and making modifications to it as necessary
- inform parents and carers about the best practice known with regard to drugs education, so that the parents/carers can support the key messages being given to students at academy

When we follow the above process, consultation is paramount. This policy has been built on community involvement. This involvement has been verbal, through representatives on the Local Governing Body.

When an incident concerning unauthorised drugs has occurred in the academy, and a student is involved, we will inform the parents or carers, and explain how we intend to respond to the incident.

Staff will be cautious about discharging a student to the care of an intoxicated parent, particularly when the parent intends driving the student home. Staff will immediately contact a designated member of staff for student protection. The focus will be the student's welfare and safety. Where the behaviour of an intoxicated parent repeatedly places a student at risk, or the parent or carer becomes abusive or violent, staff should consider whether the circumstances of the case are serious enough to invoke student protection procedures, and possibly the involvement of the police.

Procedural Guidance

Incidents are likely to involve suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs. They could fit into the following categories:

- Drugs or associated paraphernalia are found on academy premises
- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge of drugs for their age
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be supplying drugs on academy premises
- A student / carer or staff member is thought to be under the influence of drugs
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A student discloses that they or a family member/friend are misusing drugs

Disclosure

If a student or student makes a disclosure that he or she has been using drugs or misusing substances, we must not promise confidentiality but must offer support to the students or students. Disclosure usually indicates a need for help, which will be offered and co-ordinated by the Assistant Principal responsible for Behaviour or the Assistant Principal responsible for Pastoral care.

Suspicion/Rumour

The following signs are warning signs of which staff should be aware:

- Excessive spending or borrowing of money
- Stealing
- Attendance pattern changes
- Unusual outbreaks of temper
- Disregard for physical appearance
- Lack of appetite
- Being the subject of rumour
- Associating with older students not normally part of a group
- Use of drug slang
- Associated with others in suspicious circumstances

Objects that might indicate drug use:

- Foil containers discoloured by heat
- Metal tins
- Heat discoloured spoons
- Cigarette rolling papers
- Plastic bags
- Butane gas containers
- Hand rolled cigarettes
- Aromatic smell
- Cardboard tubes
- Paper folded into 2" squares
- Cigarette lighters
- Sweet containers

All suspicious items should be reported to the House Leader or a member of the Senior Leadership Team who will deal with them in an appropriate way, taking note of health and safety requirements.

Response to Incidents

Any response should balance the needs of the individual with those of the wider academy community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. The needs of students in relation to drugs may come to light other than via an incident, for example, through the pastoral system.

- Early intervention and targeted prevention
- Referral
- Counselling
- Behaviour support plans
- Inter-agency programmes
- Fixed-period exclusion
- Pastoral support programmes
- A managed move
- Permanent exclusion

Discovery of an illegal substance

Discovery of an illegal or suspected illegal substance should be reported immediately to SLT. If an illegal substance is found on academy property (or while staff/students are engaged in academy activity) the item will be secured with due regard to health and safety requirements. Local police will be advised as soon as practicable.

Taking temporary possession of and disposal of suspected illegal drugs

The law permits academy 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 providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected legal drugs schools are advised to:

- Ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- Store in secure location, such as the academy safe or other lockable container with access limited to two senior members of staff
- Without delay notify the police, who will collect it. **The law does not require an academy to divulge to the police the name of the student from whom the drugs were taken.** However at this academy we believe it is best practice to inform the Police of the child's identity.
- Record full details of the incident
- Inform parents/carers, unless this would jeopardise the safety of the student

Disposal of drug paraphernalia

Needles or syringes found on academy premises should be placed in a sturdy, secure containers (e.g. a tin with lid) using gloves. Plastic bottles and soft drink cans should not be used.

Detection

Always ensure that a second adult witness is present. The police may need to be called in.

Personal Searches:

- **It is not appropriate for a member of staff to carry out a personal search.** Every effort should be made to persuade the person to hand over voluntarily any drugs. Where the child/young person refuses, the drug is believed to be illegal and the academy wishes to proceed along formal lines, then the police must be called.
- **The police can conduct a personal search if they believe a crime has taken place, or to prevent harm to themselves or others following an arrest.**
- Searches of academy property – staff may search the students' locker or desk if they believe drugs to be stored there. **Prior consent from the student should always be sought.**
- Searches of personal property – **staff must not search personal property without consent.**
- Where consent is refused consider notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines call the police.
- After any search involving students, the academy, regardless of whether the result of the search is positive or negative, must contact parents/carers.

Investigation

A careful investigation will take place to judge the nature and seriousness of each incident, the needs of those involved and the most appropriate response. For example:

- What does the student have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the student's motivation?
- Is the student knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the student's home circumstances?
- Does the student know and understand the academy policy and academy rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?
- If supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

If during the course of the investigation the academy decides that the police should be involved the academy will cease its own investigation immediately to enable the police to conduct a full detailed enquiry.

Sanctions

The bringing of harmful or illegal substances, as defined by the Misuse of Drugs Act 1971, or dangerous articles on to the academy premises is a very serious offence.

The academy has a clear code for dealing with an instance of misuse:

- A first instance of possession or use of a harmful or illegal substance results in at least a fixed term exclusion
- A second instance of possession or use of a harmful or illegal substance results in permanent exclusion

- A first instance of supplying (with or without charge) harmful or illegal substances results in a permanent exclusion

Any sanctions will always be justifiable in terms of:

- The seriousness of the incident
- The identified need of the student and the wider academy community
- Consistency with published academy rules, codes and expectations
- Consistency with disciplinary action for breaches of other academy rules (such as theft, violence, bullying)

Intoxication

If a student exhibits such behaviour and is under the influence of an unauthorised drug/illegal substance the SLT will contact parents and ask for the student to be taken home from the academy. If necessary a first aider should be involved with the student to offer assistance and help.

Drug Education Included in the Curriculum

Drug prevention aims to: minimise the number of young people engaging in drug use; delay the age of onset of first use: reduce the harm caused by drugs: and enable those who have concerns about drugs to seek help.

At Key Stage 3 and 4, work is included in Skills for Life programme (incorporating PSHE/Citizenship) on self-esteem and peer group pressure associated with decision making for youngsters. The effects of alcohol and tobacco in society are discussed. Students learn about drugs and how they are categorised into legal and illegal substances. The effects of illegal drugs are discussed in greater depth. We also use other specialists such as the police liaison officer and prison officers to talk to students about aspects of and consequences of drug use. There are also elements of drug education in other subjects e.g. GCSE PE and science.

The teaching activities involve students actively participating in discussion, small group activities and a range of other opportunities as appropriate for e.g. take and share responsibility tasks, how to feel positive about themselves, taking part in discussions, making real choices, meeting and talking with people with personal experiences, considering social and moral dilemmas that they come across in everyday life.

From time to time there may be one off Skills for Life lessons on Drug related issues that have been brought to light by issues within the community or the academy.

How is it monitored?

A member of SLT is responsible for the overall monitoring of drug education. This includes curriculum planning and delivery, assessment, external agencies and gaining and responding to feedback from parents, students, staff and external people.

Staff Support and Training

- Initial Teacher Training – NQTs should be familiar with the programme of study for citizenship and the framework for PSHE, relevant to the age range they teach. This also prepares teachers for pastoral responsibilities.
- In academy induction – all academy staff should have general drug awareness and a good understanding of the academy drug and other related policies. This should include first steps in managing drug related incidents and identifying and responding to students' needs.
- CPD - Staff will be given opportunity access further training when appropriate funding and training is available.

Confidentiality and Child Protection

- Students may confide in a member of staff concerning their personal problems. In such cases staff should declare in advance that they are only willing to accept such a confidence on condition that they are trusted to use the information given in the best interests of the child.
- All matters relating to child protection are confidential (subject to the above)
- All child protection concerns should be reported to the child protection co-ordinator

Definitions

Drug

For the purpose of this policy we will use the definition from the DCSF:

‘A substance people take to change the way they feel, think or behave.’

This includes:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrites
- all over-the-counter and prescription medicines

Drug Misuse

The non-medical use of drugs that are only intended for use in medical treatment and the use of drugs that have no acceptable medical purpose. Such drugs as defined under the Misuse of Drugs Act 1971.

Drug-related Incident

Evidence or suspicion of a specific event at the academy involving one or more unauthorised drugs and requiring immediate action by staff.

Unauthorised

Use of a drug for other than prescribed medical purposes.

Links with local and national guidance

- The Government’s National Strategy - Prevent today's young people from becoming tomorrow's problem drug users. www.drugs.gov.uk/young-people/strategy/
- DFE PSHE Curriculum Advice - Personal, social, health and economic (PSHE) education - Published 11 September 2013
- DFE and ACPO drug advice for schools (September 2012)

This policy has been written in accordance with the most up to date Government guidance.