



St Anne's
Church of England Academy

The best for everyone
The best from everyone
We have faith in our future

DRUG AND SUBSTANCE MISUSE POLICY

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1. Aims of the Policy

This policy should be read in conjunction with the school's mission statement and with its policies on behaviour, data protection, health and safety, medical conditions, school visits and safeguarding.

The aims of this policy are:

- to enable students to make healthy, informed choices by increasing knowledge, challenging attitudes, and developing and practicing skills.
- to provide accurate information about drugs and other substances, including e-cigarettes
- to increase understanding about the implications and possible consequences of use and misuse
- to encourage an understanding for those experiencing or likely to experience drug or substance use.
- to widen understanding about related health and social issues
- to seek to minimise the risks that users and potential users face.
- to enable young people to identify sources of appropriate personal support.
- to promote and safeguard the health and safety of students and others who use the school
- to aid the management of incidents related to these substances in keeping with the caring spirit of the ethos of the school

The contents of this policy indicate that the possession, use or supply of illegal and other unauthorised drugs is unacceptable within the school boundaries. The school boundaries extend beyond the school premises and perimeter to include:

- Students' journeys between home and school when wearing the school's uniform
- Educational visits, residential courses, work shadowing and extra-curricular activities for students
- Students at the school who are educated in part within other institutions or provision

The policy relates to all staff, parents, governors, and all visitors to the school as well as students. It also applies to activities outside the school boundaries such as school trips, as well as those within the school boundaries.

2. Definitions and Terminology

The definition of a drug given by the United National Office on Drugs and Crime¹ is: 'chemical substances that affect the normal functioning of the body and/or brain.'

The term 'drugs' and 'drug education,' unless otherwise stated, is used throughout this policy to refer to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971).
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive substances (NPS).
- all over the counter and prescription medicines.

Controlled Drugs

For the purposes of this policy, the term 'controlled drugs' relates to any substance listed under The Misuse of Drugs Regulations 2001. Controlled medicines are classified (by law) based on

¹ Please see links at the end of the policy for more information

their benefit when used in medical treatment and their harm if misused. St Anne's Academy is committed to:

- optimising the learning of every student.
- recognising that all drugs carry potential for harm.
- providing sound, planned drug and substance misuse education and consistent, clear procedures which promote safety and good management of all drugs.

3. Local and National References

This policy has been drawn up in accordance with the DfE and ACPO Drug Advice for Schools, which was updated in March 2012 and in conjunction with the Drug Strategy 2010 and its review in 2012², which ensures that school staff have the information, advice and power to:

- provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service, a confidential drugs advice service.
- tackle problem behaviour in schools with wider powers of search and confiscation.
- work with voluntary organisations, health partners, the police, and others to prevent drug or alcohol or other substance misuse

The policy is also written in line with "Keeping Children Safe in Education" (2022) and the Children and Family Act (2014) and takes account of the guidance for schools on Screening, Searching and Confiscation: advice for Headteachers, staff and Governing Bodies

4. Staff with Key Responsibilities for Drugs and Substance Misuse

Headteacher Responsibilities

- to ensure that the safety and care of students is a school priority.
- to ensure that the school has a relevant and regularly updated policy for drug education and responding to drug related incidents, and that systems are in place for this to be effectively communicated to the whole school community.
- to ensure that systems of pastoral care in school mean that all children have an adult to whom, in difficulties, they could turn.
- to ensure that the law relating to drug and substance misuse is upheld.

Designated Safeguarding Lead (DSL) Responsibilities

- to hold overall responsibility for the implementation of this policy and for overseeing and coordinating issues relating to drugs and substance misuse. There should be two members of staff when conducting a search. All members of the Senior Leadership Team and safeguarding team have the authority to search students. Where there is one member of the Senior Leadership Team, Heads of Year, SENDCo and pastoral staff have authority to search students alongside them.

Deputy Headteacher Responsibilities

- to ensure that school policy on drug and substance misuse education and responding to drug-related incidents is regularly updated
- to ensure that this policy effectively communicated to students and staff
- to support teachers delivering drugs education in school with materials and training as necessary
- to provide updates on any necessary amendments to school policy and to advise if there are any drug-related incidents in school

² Please see the useful links section at the end of the policy for more information

- to oversee the continuous professional development of all staff to ensure that, as appropriate, staff are aware of matters relating to drugs and alcohol misuse.

Designated Governor Responsibilities

- to liaise with the Designated Safeguarding Lead and Headteacher to report back to the governing body about the school's policy and its implementation.

Other Safeguarding and Child Protection Lead Responsibilities

- In addition to all standard safeguarding duties (see Safeguarding and Child Protection Policy), to ensure that all matters relating to drug or substance misuse are communicated to the Designated Safeguarding Lead.
- to ensure that where necessary, matters arising relating to drugs and alcohol misuse are communicated to the Local Safeguarding Children Board (LSCB) and/ or the police.

Pastoral Team (Heads of Year, Form Tutors) Responsibilities

- to ensure that drugs and substance misuse education is embedded in appropriate schemes of work according to school policy, and that teaching is monitored.
- to ensure that relationships in the Year Group are such that all young people have someone to whom they feel they can turn, whether for themselves, or for their friends.

All staff Responsibilities

- In relation to the teaching of drug and substance misuse, all staff have responsibility to ensure that where drugs education forms part of an appropriate scheme of work, it is taught according to school policy, and to seek support from the Head of Year as necessary, whether for teaching and learning, or if they are concerned about a student.
- All members of staff will be made aware of this policy during the Induction Programme and opportunities will be provided for further training relating to drugs and alcohol misuse in accordance with the CPD Policy.

Student and Parent Responsibilities

- to uphold school policy.
- to obey the law in relation to drugs and substances.
- to think of others and their welfare and report any concerns they might have about potential drug or substance misuse in school.

5. Procedures

- In a medical emergency that involves drugs, the utmost priority will be placed on safety by summoning appropriate help, before addressing further issues. All staff are provided with a list of first aiders in school and this list is updated whenever changes occur.
- In taking temporary possession and disposing of suspected non prescribed controlled drugs, or illegal drugs or substances, the school will:
 - Ensure a second adult witness is present throughout.
 - Seal the sample in a plastic bag.
 - Record details of the date and time of the seizure of the drugs/find any witness present.
 - Store securely and ensure that access is only by senior members of staff. Details of the storage arrangements must be recorded by whoever stored the drugs and ensure this information is available to the appropriate people.
- Notify the police without delay so that they can collect it and then store or dispose of in accordance with locally agreed protocols, if appropriate.

- The law does not require schools to divulge to the police the name of the student from whom the drugs were taken but since it is advisable to do so, the Headteacher or their representative will disclose the name unless in so doing, it would place the student at risk of harm.

The school will:

- Record full details of the incident, including the police reference number.
- Inform parents/carers unless this is not in the best interests of the student.
- Identify any safeguarding concerns
- Develop a support and disciplinary response
- The school has the power to search and is not required to inform parents/carers before a search takes place or to seek their consent to search their child. “Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.” Please see the useful links section at the end of the policy to refer to the DfE guidance on Searching, Screening and Confiscation. Prohibited items are:
 - Knives or weapons.
 - Alcohol.
 - Illegal drugs.
 - Stolen items.
 - Tobacco, cigarette papers, e-cigarettes.
 - Fireworks.
 - Pornographic images

6. Contacting Parents

Although there is no legal requirement to do so, the school will normally inform parents/carers where alcohol, illegal drugs or potentially harmful substances are found, as part of our safeguarding procedures. Any complaints about searching will be dealt with through the trust’s complaints procedure.

The school’s general power to discipline, (as set out in Section 91 of the Education and Inspections Act 2006) enables a member of staff to confiscate, retain or dispose of a student’s property as a disciplinary measure, where reasonable to do so. If other substances are found, which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order or discipline. This will include new psychoactive substances or legal highs. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

Staff will attempt to maintain a calm and orderly atmosphere when dealing with any parent/carer under the influence of drugs on the school premises. The child’s welfare will be the primary focus for the school. In extreme cases where the well-being of students or staff is threatened, the police will be called to deal with the situation.

7. Police Involvement

If any drug related incidents should occur, the safety and well-being of the child will always be the overriding concern. Each incident will be considered and taking into account the circumstances of the individual and the parents, the police and other appropriate agencies will be informed according to the needs of the individual concerned. A range of options will be explored in responding to the needs of the student which will include:

- Early Help Assessment/CAF (Common Assessment Framework)
- Referral to an external agency such as Early Break
- Referral to the school nurse

- Students and parents should be clearly aware that the ‘proof,’ when establishing the facts in relation to an exclusion is on the balance of probabilities, as set out in the DfE document “Exclusion from maintained schools, Academies and pupil referral units in England”

There may be interest in drug related incidents by the media. Confidentiality of students will be a priority. The Headteacher will respond to all media questions.

8. Working with External Agencies

The school will work collaboratively with the range of different services available in Oldham depending on need. Amongst these are:

Early Break, HCRG Care Group and The Proud Trust offer a combined sexual health/substance misuse service in Oldham for young people under 19 years old or up to 25 if there is a SEND need (young person with a special educational need) or a young person with a 'looked after child' status (LAC) Tel: 0161 723 3800.

Support can also be obtained from www.talktofrank.com

The school nurse will also provide support in offering smoking cessation sessions to individuals or groups and in signposting to other services, to support students.

9. Sanctions

Where a student is involved in an incident involving drugs, alcohol, or any other substance (including e-cigarettes), the school will conduct an investigation before deciding upon a suitable and appropriate sanction. Where a student is found to be supplying or selling drugs, a permanent exclusion will be issued.

10. Information Sharing

The school cannot, and does not, promise total confidentiality. If a child requests that a piece of information exposed is kept confidential, then this will be honoured. However, the child will be made aware that this cannot be possible if:

- there is a child protection issue.
- they are co-operating with a police investigation;
- someone’s life is in danger

11. Drug and Substance Misuse Education

Aims of Drugs and Substance Misuse Education

- To help students develop, extend, and practise the skills they need to cope responsibly and assertively in a society in which they are likely to be exposed to many potentially harmful substances.
- To provide access to reliable, up to date, objective and balanced information about drugs, alcohol and tobacco as students need it.
- To give opportunities for students to explore a range of attitudes to drug/drug users, including their own & each other’s.
- To emphasise the school’s focus upon personal safety, personal health & individual responsibility.
- To explore issues relevant to students which are raised by the use of substances in society.
- To contribute actively to raising & maintaining high self-esteem in all students.
- To foster competence & confidence in student’s critical thinking & decision-making skills.

- To identify sources of further information & reliable support

At St Anne's Academy, the whole-school approach to drug education supports this purpose and the implementation is set up to fulfil these aims. A coherent and continuous drug education programme operates as part of the whole-school approach to Spiritual, Moral, Social and Cultural development (SMSC) through the Wellbeing Curriculum. The delivery occurs in: National Curriculum subjects, Wellbeing lessons, tutorial lessons, assemblies and presentations by visitors and staff.

The following principles are applied in every session/module of drug and substance misuse education:

- Ground rules are negotiated for the discussion of this sensitive issue.
- An assessment of where students are in terms of e.g., knowledge, language, skills, interest and anxieties is the first activity.
- We will develop a range of teaching methods to use which will encourage the active and interactive participation of all students.
- Information that is provided is comprehensive, accurate, up-to-date, and unbiased.

Evaluation, based on the aims and learning outcomes of the programme, are carried out with the students and staff at appropriate points and at the end of each year.

Drugs, and substance misuse education will be covered through the Wellbeing curriculum but will also be referred to across other subjects where appropriate.

Useful Links

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

<http://www.legislation.gov.uk/ukpga/1971/38/contents>

http://www.unodc.org/documents/drugs/getthefacts_E.pdf (page 1)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/school-exclusion>

<https://www.gov.uk/government/publications/drug-strategy-2010>

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

<http://www.legislation.gov.uk/uksi/2001/3998/schedule/1/made>