

# POLICY DOCUMENT

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Policy Title	<b>MANAGEMENT OF DRUG INCIDENTS AND SUBSTANCE MISUSE POLICY</b>
Policy Reference	<b>SUAS.P.1506.DRU01</b>

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	No
TO BE PUBLISHED ON WEBSITE	Yes / No	No

POLICY OWNERSHIP	
Governor Committee:	Pastoral
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	K.Berwick Deputy Headteacher
LINKED PROCEDURES REF:	
Responsible Person - Procedures	

POLICY IMPLEMENTATION DATE:	December 2018
PLANNED REVIEW INTERVAL:	3 Years
PLANNED NEXT REVIEW DATE:	March 2025

*Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to [policy@stratfordschool.co.uk](mailto:policy@stratfordschool.co.uk).*

**i. POLICY OUTLINE**

The policy states that Stratford Upon Avon School regards drug and substance misuse as criminal offenses and the school will deal with such incidents robustly

**ii. PURPOSE**

To clarify the school's position on drug and substance misuse and to provide clear guidance to staff on how to deal with an issue should it arise.

**iii. IMPLICATIONS OF POLICY**

Compliance with the policy will ensure that the message with regard to drugs is very clear to staff students and parents. Failure to follow the policy may put individuals or groups at risk from harm. The policy brings this school in line with all other South Warwickshire schools

**iv. EQUALITY ANALYSIS**

Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

**v. CONSULTATION**

Consultation will be with all staff holding significant financial responsibilities, prior to presentation for approval by the Governing Body (Pastoral Committee).

**vi. PROCEDURE**

Procedure is the method by which the strategic intent of the policy is realised, and is thus an 'instruction manual' on how the policy outcome is to be achieved.

The procedure which supports this policy is attached as the appendix

The development or amendment of the procedure is at a tactical / operational level. There is therefore no necessity for active referral to the Governing Body **unless** the policy intent has been altered.

If there is significant change to the procedure element of the policy there may be a requirement to engage in the consultation process and refer to the Governing Body.

**vii. RELATED POLICIES AND PROCEDURES**

- Behaviour
- Health and safety

**viii. DOCUMENT HISTORY**

The policy will be subject to regular review once ratified by the Governing Body.

The history of the policy will be recorded using the chart following:

<b>Date</b>	<b>Author /Reviewer</b>	<b>Amendment(s)</b>	<b>Approval/ adoption date</b>
July 2105	K.Berwick		7 July 2015
March 2018	K.Berwick	Reviewed	December 2018
Feb 2022	K Berwick	Reviewed	

# Management of Drugs Incidents and Substance Misuse Policy

## Policy Statement

This policy formalises and clarifies the way in which the School responds to drug related incidents and substance misuse.

The Management of Drugs Incidents and Substance Misuse Policy has been developed in consultation with other secondary schools in South Warwickshire. Central to this is the understanding that the unauthorised possession, use or supply of illegal and other unauthorised drugs (and alcohol) within School boundaries is unacceptable. Clear protocols and expectations relating to the management and reporting of drugs incidents within School are set out within this policy.

The policy seeks to support and encourage an underlying culture of intolerance to drugs within our school and society. It is considered likely that drug and substance misuse will undermine a young person's health, safety, independence, opportunities and respect for the law and will also damage the integrity of the School community by exposing other pupils to temptation, the risk of criminal proceedings and potential health risks.

In order to discourage drug and substance misuse, both within School boundaries and off site, the School places an emphasis on education and deterrence. As a result, a programme of education about drugs and substance misuse is delivered through both the academic and pastoral curriculum.

It is recognised that drug and substance misuse is a criminal offence and if discovered on School premises will be dealt with robustly. The investigation of such incidents is often complex and time consuming. In some cases, in order to deal with the matter appropriately and with as little disruption to both the individuals concerned and the School as a whole, the matter may be reported to the police and where appropriate, advice will be taken from them. The methods of investigation and sanctions will be in keeping with the School's Behaviour Policy.

This policy also provides advice and guidance to staff on the procedures to be followed when dealing with drug-related incidents (whatever the circumstances) in a fair, professional and proportionate manner. Staff have a specific responsibility to operate within the boundaries of this policy and, when in a position of seniority, to ensure that all staff understand the standards of behaviour expected of them. Practical Guidance for staff can be found at Appendix 2.

## 1. DRUG-RELATED INCIDENTS

1.1. Legislation defines 'Drug Misuse' as the non-medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose. Such drugs are prescribed and controlled under the Misuse of Drugs Act 1971. The Act does not cover other substances such as solvents, tobacco and alcohol or legal highs. Tobacco, alcohol, legal highs and solvents (used to inhale) are recognised as damaging and as such may be dealt with in the same way as an illegal drug.

1.2. A substance-related incident is:

*'Any incident which is suspected to be substance-related by any responsible person affected, occurring within the confines and curtilage of the School premises or featuring within organised School activity, occurring outside the premises and usual School times.'* – the reasonable person test. It may also relate to the journey to and from school.

This includes any or all of the following:

- drugs or drugs paraphernalia found on School premises;
- students in possession of unauthorised drugs;
- students supplying unauthorised drugs;

- students under the influence of drugs, or exhibiting signs of intoxication or illness;
- disclosure of drug use;
- information suggesting student(s) involved in substance misuse
- illegitimate sale/supply of drugs in the School vicinity.

But it will not include:

- the supply and management of prescribed drugs to students as approved by a medical practitioner and parents/guardian.

- 1.3. It is important to recognise that a student in possession of drugs may be a victim of criminal exploitation. In such cases they should be supported as a victim. Parents, police and social care should be informed. This should be regarded as a serious safeguarding issue.

## **2. ROLES AND RESPONSIBILITIES**

- 2.1. The Headteacher takes overall responsibility for the policy, its implementation and for liaison with the governing body, parents/guardians, Local Authority and outside agencies.
- 2.2. The governing body will oversee policy implementation and effective operation within the School. They may be involved in drug education and drug-related incidents in the same manner as any other matters concerning the direction of the School.
- 2.3. The School may decide to deploy sniffer dogs on a random basis around the School's premises. Typically, an active dog is used to search areas for illegal drugs and traces of illegal substances. If any indication is given, the room concerned will be immediately locked for further investigation and parents informed. In addition, a passive dog may be used to detect the presence of drugs and illegal substances carried by an individual.
- 2.4. The Headteacher will ensure all staff dealing with substance issues are trained and experienced. If appropriate, training will be given in:
- 2.4.1.** The nature and causes of alcohol and drug problems;
  - 2.4.2.** The effect of alcohol and drug misuse on safety and performance;
  - 2.4.3.** The assistance that can be provided both internally and externally.

## **3. INVESTIGATION**

- 3.1. If an allegation of drug/substance misuse is raised, the Headteacher (or Deputy, in the Headteacher's absence) will decide upon the appropriate level and nature of investigation, having established the basic details and seriousness of the situation. It is the primary role of the police to investigate a criminal offence such as those encompassed under the Misuse of Drugs Act. This will run in conjunction with and in support of School's discipline procedures.
- 3.2. It is good practice to isolate the person suspected to allow a better examination of the issue.

## **4. SANCTIONS**

- 4.1. The School has an ongoing duty of care and will periodically review how best their duty should be exercised in respect of this policy. Any response will balance the needs of the individual with those of the wider community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. Exclusion, be it fixed term or permanent, is the accepted response for proven violations of possessing and supplying drugs, and students should understand that they may be excluded if they are involved in drug or substance use.
- 4.2. The nature of the drug involved and its classification as prescribed by the Misuse of Drugs Act 1971 and amendments is the significant factor in this decision. The attendant circumstances such as quantities involved, the number and vulnerability of others in the School population affected,

impact on the community, repeat offending, and previous character of persons involved should be further considered as aggravating or mitigating features in any decision-making process.

- 4.3. Whilst the School's approach to drug and substance misuse must be flexible, for the protection of its staff and pupils it must also be firm. Save in exceptional circumstances and on the basis that each case will be assessed individually, a student may be permanently excluded for possession, possession with intent to supply or supplying controlled drugs, even for a one-off or first time offence and details may be passed to the Police.
- 4.4. Whilst supply, possession or use of drugs will continue to be treated as an extremely serious disciplinary offence, following an incident where a student remains in or returns to School, opportunities will be provided for the student to learn from their mistakes and develop as individuals. Opportunities include:
  - review with parents/carers after the incident
  - further drugs education
  - targeted support on a one to one basis.
  - referral to an outside agency
- 4.5. Further, in circumstances where the pupil returns to the School, support shall be given to ensure they are not subjected to any aggressive or other detrimental behaviour by other pupils and they are able to proceed positively with the School.

## **5. INCIDENT REPORTING**

- 5.1 If a member of staff believes a student to be under the influence or in possession of an illegal drugs or alcohol in school they should contact on call and request the assistance of a senior member of staff immediately.
- 5.2 If a member of staff has welfare concerns about a student and believes they are/may be involved in drug / alcohol use they should report this on My Concern.

## **6. MONITORING AND EVALUATION**

- 6.1. Every effort will be made to review an incident after a formal School/police investigation. Appropriate records will be kept in each circumstance.
- 6.2. This policy will be regularly reviewed by the School to ensure relevance and content in accordance with need.
- 6.3. The school will monitor the number of drug / alcohol issues and respond appropriately.

### **Appendix 1: Signs of Possible Drug Misuse or Substance Misuse**

Some of the main signs which may be associated with drug misuse are summarised in Tables 1, 2 and 3. The presence of these signs alone is not conclusive proof of drug or solvent misuse; many of them are part of normal adolescence.

Early detection of drug misuse is extremely important. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent further misuse of drugs. Teachers, and support staff, should be alert to the warning signs which may indicate that a student is misusing drugs. Teachers need to be particularly vigilant when they are in charge of activities which take groups away from the School premises.

### **Warning Signs in Individuals**

- changes in attendance, and being unwilling to take part in School activities
- decline in performance in Schoolwork
- unusual outbreaks of temper, marked swings of mood, restlessness or irritability
- reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups
- excessive spending or borrowing of money
- stealing money or goods
- excessive tiredness without obvious cause
- no interest in physical appearance
- sores or rashes especially on the mouth or nose
- lack of appetite
- heavy use of scents, colognes etc. to disguise the smell of drugs
- wearing sunglasses at inappropriate times (to hide dilated or constricted pupils)

### **Warning Signs in Groups**

- regular absence on certain days
- keeping at a distance from other students, away from supervision points (eg groups who frequently gather near the gate of a School playground or sports field)
- being the subject of rumours about drug-taking
- talking to strangers on or near the premises
- stealing which appears to be the work of several individuals rather than one person (eg perhaps to shoplift solvents)
- use of drugtakers' slang
- exchanging money or other objects in unusual circumstances
- associating briefly with one person who is much older and not normally part of the peer group

### **: Objects that may indicate Drug Misuse**

- foil containers or cup shapes made from silver foil, discoloured by heat
- metal tins
- spoons discoloured by heat
- pill boxes
- plastic, cellophane or metal foil wrappers
- small plastic or glass phials or bottles
- twists of paper
- straws
- sugar lumps
- syringes and needles
- cigarette papers and lighters
- spent matches
- plastic bags or butane gas containers (solvent abuse)
- cardboard or other tubes (heroin)
- stamps, stickers, transfers or similar items
- shredded cigarettes, home-rolled cigarettes and pipes (cannabis)
- paper (about 2 inches square) folded to form an envelope (heroin)

## **Appendix 2: Practical Guidance for Staff**

1. All incidents involving illegal drugs, either inside or outside of School, must be reported. Never assume it is a rumour or isolated incident. Any information may help to give a more accurate picture of substance misuse in the area and help to safeguard the health and safety of young people. Medical welfare should be the primary concern:
  - Immediate concerns to a senior member of staff for urgent action.
  - Worries and concerns on My Concern.

2. If a member of staff suspects that a student is intoxicated or under the influence of drugs they should follow the First Aid and Medical Emergencies guidelines.
3. While it is advisable to isolate the individual from other students, he or she must not be left alone. Do not shout, threaten them or initiate discussion about drug use. Talk quietly and calmly, especially if the student is distressed. It may on some occasions be necessary to call an ambulance and leave any investigation for a later date.

## **Searches**

### *Personal searches*

When a person is suspected of concealing illegal or other unauthorised drugs, every effort will be made to persuade the person to hand over any drugs voluntarily, in the presence of a second witness. Where the individual refuses, the Headteacher or staff authorised by them have a statutory power to search the pupil or their possessions including clothing, backpacks and other packages, without consent, where they have reasonable grounds for suspecting that the pupil may have drugs. The School will take all reasonable steps to follow the latest Government guidelines in conducting a search. If it is believed that a student has drugs underneath their clothing, the school may call the police.

### *Searches of School property*

Staff may search School property, for example, students' lockers if they believe drugs to be stored there. This will be done by a senior member of staff and a witness:

- Written and, if possible, photographic evidence should be taken when illegal drugs / related material is confiscated.

## **4. Disposal**

In taking temporary possession and disposing of suspected illegal drugs the School will:

- 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 it in a safe and secure location with access limited to two senior members of staff;
- without delay notify the police, who will collect it, and then store or dispose of it in line with locally agreed protocols. The law does not require the School to divulge to the police the name of the student from whom the drugs were taken. Where a student is identified, the police will be required to follow set internal procedures;
- inform parents/carers, unless this would jeopardise the safety of the student.

### **Alcohol and tobacco**

These will be disposed of, and parents informed.

### **Volatile substances**

Given the level of danger posed by volatile substances, the School will arrange for their safe disposal. Small amounts will be placed in a bin to which students do not have access.

### **Needles/sharps**

Needles or syringes found on School premises will be removed with due regard to health and safety (e.g. by picking up with a litter picker or with thick leather gardening gloves or sweeping up using a dustpan and brush) and then placed in a plastic screw top bottle, or other suitable container. This will be placed in the domestic waste. If a significant number of syringes are found, Stratford District Council should be contacted for further advice on disposal.

## **Appendix 3: Dealing with a drug related incident**

There are no hard and fast rules as every incident is different. As a general guide:

- Ensure that the student is physically safe and well. Seek first aid or dial 999 if urgent
- Secure the substance. This should, if possible, involve a senior member of staff and another



**Members of SLT should:**

- Speak to the student in a private place with another member of staff present
- Attempt to get to the 'story' of what this is / what is going on / why is it in school / are they safe / worried about anything
- Ask the student to put their account in writing, help them to do this if required
- Try to find out if other students are involved. If they are, ask for further staff assistance to make sure they are safe
- Ask others involved to explain what they know
- Ask them to write down their accounts
- Discuss the situation with the Head or Deputy. Does this warrant contacting the police? Are we at the point where we have as much information as we can get?

Possession of an illegal substance / alcohol or anything similar will usually result in an exclusion. In agreement with the Head or Deputy parents should be contacted. If we are unable to make contact the student should remain in school, but out of circulation.

**Warning signs that may indicate criminal exploitation:**

- Multiple mobile phones
- Going missing from home
- Unexplained amounts of cash
- Leaving home / school quickly for no apparent reason
- Unexplained travel
- Unreasonable secrecy
- Meeting unknown people