



Name:	Substance Misuse Policy
Approved by:	Governors – T,L,B & S Committee
Policy Created:	2008
Date of review	2 years
Update Approved:	February 2022
All policies are available to stakeholders either on the school website or upon request from the school office.	

PRINCIPLES

The Substance Misuse Policy is committed to and guided by the principles of:

This policy refers to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco (including electronic cigarettes and vaporisers)
- volatile substances (those giving off a gas or vapour which can be inhaled)
- psychoactive drugs ('legal highs')
- all over-the-counter and prescription medicines.

Whilst recognising the increased use of both legal and illegal and other substances among young people, the school will not condone the use among students of any of the substances as above (this is not an exhaustive list) while they are on the premises or on school trips/residential visits.

The school is committed to the health and safety of its members and acknowledges the importance of its pastoral role in the welfare of young people. The school has a duty to inform and educate young people on the consequences of substance use and misuse.

The school believes in the principle of sharing the responsibility for the education of young people with parents/carers and aims to keep them informed and involved. A summary of this policy summary is included in the student's Homework Diary and the full policy can be viewed on the school website.

This policy follows the guidance from the DfE 'DfE and ACPO drug advice for schools' September 2012 and The Psychoactive Substances Act 2016.

PURPOSE

The aims of this Substance Misuse Policy are to:

- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- To provide all those working with students with a clear framework to enable effective handling of substance misuse-related issues so that they are managed with confidence and consistency and in the best interests of those involved

POLICY



1.	Drug Education Programme
1.1	The school's substance misuse education programme is developmental and appropriate to the age, maturity and ability of students. This programme aims to give young people the knowledge, skills and attitudes to make their own informed decisions both now and in their future lives.
1.2	<p>It is about:</p> <ul style="list-style-type: none">▪ Providing information about substances, both legal and illegal, and health that gives accurate and up-to-date coverage of the effects of substance misuse, effects, risks and legal aspects of and recent data on substance misuse;▪ Providing opportunities for students to develop their abilities to communicate, assert themselves and take responsible decisions, identify risks, and help others, thereby enhancing their competence and self-esteem;▪ Encouraging an understanding of those experiencing or likely to experience substance misuse;▪ Focusing on substances of particular significance to students such as alcohol, tobacco, electronic cigarettes, vaporisers, cannabis and volatile substances;▪ Seeking to minimise the risks that users and potential users face;▪ Enabling young people to identify sources of appropriate personal support. This includes local and national helplines as well as local youth and community services and drug services.
1.3	Students receive education about substance misuse delivered by a specialist citizenship/PSHE team in years 7-9. Students have two lessons per cycle and these lessons cover a range of topics linked to the PSHE national framework. They also consider how substance misuse-related incidents affect others in their communities and consider their influence on others through citizenship activities. A wide range of resources are available to support this education including, textbooks, information leaflets, DVDs Internet sites and a range of speakers are invited into school.
1.4	At Key Stage 4, citizenship lessons are used to deliver sessions on all aspects of substance misuse.
1.5	At Key Stage 5, off timetable days such as 'healthy lifestyles' includes aspects of substance misuse education.
1.6	Further details of the programme can be found in the PSHE and citizenship curriculum map available on the school website.

2.	Managing Substance Misuse-Related Incidents:
2.1	Any student who brings an illegal substance or a legal high into school for the use of a third party can expect to be permanently excluded. Any student found in possession of illegal substances or any substances deemed by the police to be a legal high can also expect to be permanently excluded.
2.2	The Psychoactive Substances Act 2016, in particular making it clear that it is now a specific criminal offence to supply, offer to supply or be in possession with the intent to supply any legal highs and any incidents will be reported to the police.
2.3	Procedures will be followed as stated in the Exclusions Policy.

3.	Incidents Involving Tobacco and Alcohol
3.1	Although the consumption of alcohol and the smoking of tobacco, including electronic cigarettes and vaporisers are not illegal, the health risks are well documented. Students found smoking, in possession of tobacco, electronic cigarettes, vaporisers or in possession



3.2	of alcohol or under the influence of alcohol, will be dealt with appropriately and parents/carers will always be informed. We now have a no-smoking policy on all school premises. This includes electronic cigarettes and vaporisers.
4. 4.1	Rumour If a rumour is heard by a member of staff, the school will make every effort to investigate thoroughly before confronting the student and acting on information. The school may need to check the accuracy of the information, however, even if offence is caused. Members of staff should relay the information through the appropriate channels.
5. 5.1	Confidentiality and Disclosure It should be made clear to students that confidentiality cannot be guaranteed. Students should be made aware that information will be passed on through the appropriate channels.
6. 6.1 6.2 6.3	Informing and Involving Parents If a student is found in possession of illegal substances or legal highs or is suspected of supplying them, the school will seek to inform parents/carers quickly and invite them into school to discuss the problem except, very exceptionally, where this might put the student at risk. Parents/carers will always be informed in a medical emergency or if the police are involved. The school will seek to promote substance misuse awareness by inviting parents/carers to attend information or training sessions.
7. 7.1 7.2 7.3 7.4	Informing the police If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols. As the law (Misuse of Drugs Act) requires, the school "will take 'reasonable action' to stop the use, supply or cultivation of controlled drugs". This would also apply to residential trips. If we become aware of criminal activity outside school, the school will inform the police in the interests of health and safety e.g. supply of illegal drugs; shopkeepers selling alcohol or solvents. The police will be informed if any student is found in possession of or involved in legal highs as this is a criminal offence.
8. 8.1 8.2 8.3 8.4	Confiscation of Illegal Substances and Recording of Incidents Where any substance of concern is to be handed over from a student to a member of staff, this must be witnessed by another member of staff. There must be a witness to any hand-over of any illegal substance from a student to a member of staff. The substance will be confiscated and could then be destroyed, with the student present and two members of staff as witnesses, following consultation with the police. Obviously, once substances are destroyed, they cannot be used in evidence in a judicial hearing. A record of confiscation and disposal must be kept.



8.5	All incidents of substance misuse will be recorded.
9.	Searching and confiscation
9.1	<p>The Principal or a member of staff authorised by the Principal can carry out the search for prohibited items, listed below, where there are reasonable grounds for suspecting that a student is in possession of a prohibited item.</p> <ul style="list-style-type: none">• knives or weapons;• alcohol;• illegal drugs;• stolen items;• cigarettes, tobacco and cigarette papers, e-cigarettes and vaporisers;• fireworks;• pornographic images;• any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or injure a person or damage property; and• any item which a school policy specifies as banned and able to be searched for.
9.2	<p>Prior consent will always be sought. If the staff have reasonable grounds for suspecting that a student may have in their possession a prohibited item, the school will proceed with a search without consent.</p>
9.3	<p>Searches without consent can be carried out on the school premises or, if elsewhere, where the member of staff has lawful control of the pupil e.g. on school trips in England.</p>
9.4	<p>The Principal or a member of staff authorised by the Principal will follow the DfE guidance on Searching, Screening and Confiscation (January 2018).</p>
9.5	<p>The school will inform the individual student's parents/carers where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.</p>
10.	Incidents Occurring on Non-Residential School Trips
10.1	<p>If a student is found in possession of tobacco (including electronic cigarettes or vaporisers), alcohol or illegal substances or legal highs whilst on a school trip, an accompanying member of staff will inform the school as quickly as possible. If the school is closed the member of staff in charge of the group will contact the parents/carers directly. The school parents/carers will be asked to collect the student from the venue. With parental permission, the student may be sent home by public transport. The substance will be confiscated and a full investigation will take place on the next school day. Appropriate sanctions will be imposed.</p>
11.	Incidents Occurring on Residential Trips or En Route
11.1	<p>If a student is found in possession of an illegal substance or a legal high while on or en route to/from a residential trip in this country, an accompanying member of staff will inform the school as quickly as possible. The school will then inform the parents/carers. The parents/carers will be asked to collect the student. Alternatively, the student will be sent home by public transport with the agreement of the parents/carers. The substance will be confiscated and destroyed as quickly as possible.</p>
11.2	<p>If a student is found in possession of an illegal substance or a legal high while on a trip abroad or en route, the substance will be confiscated and destroyed at the earliest opportunity. The student will remain with the school party. The Principal will be informed as soon as possible by telephone. The Principal will inform the parents/carers of the action taken. Every effort will be made to ensure that the student returns home immediately. If the Principal, Vice Principal or Assistant Vice Principal is not available in</p>



	the holidays, then a member of staff accompanying the trip will contact the parents/carers and tell them what has happened and say that the school will be contacting them to discuss the matter as soon as possible after the return of the party. Any student found in possession of an illegal substance or legal high whilst on a school trip can expect a permanent exclusion. Any student who becomes intoxicated and endangers themselves and/or others will also be sent home. The leader of the school trip must make contact with the Principal or a Vice Principal as soon as possible. (Refer to the Exclusions Policy.)
12.	Outside Support Agencies
12.1	The advice and support of outside agencies may be helpful to students, parents/carers and the school when dealing with incidents of substance misuse. The school will make use of such agencies, if it is felt appropriate, and will put parents and students in contact with them if desired.
13.	Medical Emergency
13.1	If a student is found in a state of collapse or apparently intoxicated, they should be put in the recovery position. The guidelines on accidents and emergencies should be followed.
14.	Staff Training
14.1	The school will include in its training programme training for members of staff in the understanding of substance misuse and in dealing with substance misuse-related incidents and medical emergencies.

RESPONSIBILITY

Responsible Staff	Mrs Ogunmyiwa; Mrs Galvin
Approving body	Governors – TLB & S Committee