



## DRUGS EDUCATION POLICY

Review Date:	March 2008	Last review date:	TBD
Policy Adopted:	August 2007	Next review date:	TBD

**This Policy incorporates the Academy's vision and core values.**

### **Introduction:**

Spires Academy recognises that drug and substance misuse is a very real growing threat to young people. We believe that students will be better equipped if Spires Academy implements a clear policy which outlines procedures for dealing with drug-related incidents within the Academy and establishes a preventative programme of education to help students to make informed decisions based on accurate information.

The Academy neither condones the misuse of drugs (either legal or illegal) and alcohol by members of the Academy nor the illegal supply of these substances.

The Academy is committed to the health and safety of all its members and will take action to safeguard their well-being.

The Academy will take action whenever there is a suspicion of substance abuse whether in areas within the Academy's jurisdiction or by people within the Academy's jurisdiction.

The Academy recognises the joint responsibility it shares with parents in preventing the misuse of drugs and will involve and inform parents to assist in this common goal.

### **Purpose and objectives:**

The purpose is to ensure all students make safe, healthy and responsible decisions about drugs, both legal and illegal.

The objectives are to:

1. Deliver a planned, relevant and engaging drugs education programme suitable to the ages of the students which:
  - responds to local issues
  - covers the use of medicines, solvent (volatile substance) misuse, alcohol, tobacco and illegal drugs
  - which provides progression, identifies outcomes
  - is regularly reviewed, with student feedback and evaluation.
2. Provide a clear message to the Academy Community about possession, use and supply of illegal and other unauthorised drugs at the Academy, on trips and visits and during travel to and from the Academy.
3. Implement strategies to identify and support students for whom drugs are a concern, with a clear focus on safety (through curriculum, pastoral support, referral to other services).
4. Enable staff, students and parents to access up-to-date information & sources of help and to develop a partnership approach with relevant agencies.
5. Train staff to be confident and skilled in addressing drugs issues and clear about procedures regarding drug incidents.
6. Gain and maintain Healthy Schools Status.



## **Procedures:**

### **Guidelines when dealing with drug-relating incidents within Spires Academy**

The actions outlined here refer to both substance abuse (both illegal and prescribed drugs) and substance misuse (legally obtained substances which when abused can produce an intoxication or hallucinogenic effect). Any action taken should balance:

- the protection of the student
- the protection of other students
- the needs of the drug user
- the reputation of the Academy.

### **Dealing with An Incident**

**Disclosure of substance abuse.** *Procedure to be used if a student reports suspicion of drug/substance abuse by another pupil, whether on or off site.*

- if in doubt, don't ignore it
- check the safety of the abuser
- write down details, names and times and any specific observations
- inform a member of the strategic leadership team
- participate and assist in any subsequent action
- a member of the strategic leadership team will carry out an investigation
- if suspicions are substantiated, parents will be informed.

### **Discovery of drugs or suspicious substances within school**

There are two circumstances when harmful or illegal drugs/substances may be legally removed:

- from a place within the Academy's jurisdiction
- from a person within the Academy's jurisdiction.

If possible remove the substance in the presence of a witness. Do not let other students touch the drug. Do not use bare hands to remove tablets or used syringes (because of health hazards). If possible, remove the drugs from the student in the presence of a witness.

Always:

- remove the drug and record the time, place and circumstances that this occurred
- do not investigate the substance but record the size, number and appearance
- ask the witness to countersign your record
- pass immediately to a member of the strategic leadership team
- the Head of School or a delegated member of the strategic leadership team will then decide on the handover of the drugs as discussed under law or their disposal and any subsequent investigation and action.

It is open to a member of staff to search the student's possessions where there is reasonable cause to believe that it contains unlawful items, including illegal drugs. This should always take place in front of a witness. Similarly, where a student is suspected of concealing illegal substances on their person, every effort should be made to secure voluntary production of any unlawful substances, for example, asking them to turn out their pockets. This too should be in front of a witness. Physical searches should never be made by a teacher and if a student refuses to hand over substances voluntarily, the student should be isolated from other students and supervised continuously.



## **What to do in an emergency or on finding a serious incident.**

*Action to be taken when a teacher comes across a clear case of drug abuse or possession of drugs.*

### **Staff Action**

If a student is displaying obvious signs of drug abuse by being over-active, woozy, uncoordinated or unconscious:

#### **Always send for a trained first aider**

Always make a written report of the incident with full details and hand any substances as soon as possible to a member of the senior leadership team.

#### **Action of the Head of School or delegated member of the strategic leadership team:**

The Drugs Education Policy will be the responsibility of the Head of School, whose responsibilities are to:

- agree a definition of what constitutes a drug incident along with the normal responses and procedures for managing drug incidents
- oversee the management of drug incidents that could lead to exclusion
- define procedures for legitimate use and safe storage of drugs on school site (alcohol, use of hazardous materials)
- make explicit the procedures for searching students, personal property and school property for illegal drugs
- clarify the procedures for taking temporary possession of, holding and disposing of suspected illegal drugs & drug paraphernalia
- publish guidelines for use of drugs by staff and students at school and on school trips and for managing parents/carers under the influence of drugs
- provide confidentiality guidelines for staff
- ensure there is staffing available to develop a range of responses to drug incidents, including development of specialist teachers (through national professional development programme for teachers of PSHE)
- maintain a Drugs Incident File and use it to monitor effectiveness of Academy work.

Further action will then depend on:

- whether the substance is a controlled drug (suspicion over any substance will result in consulting the police)
- whether the incident involves possession, use or supplying the drug
- whether this is a first incident or not
- the personal circumstances of the student involved.

Further action may include:

- notifying the police
- following the Child Protection Procedures
- Fixed Term Exclusion ensuring educational entitlement
- notifying the governing body
- Permanent Exclusion and notifying the Kent LA
- an insistence on the student following a drug support programme
- use of outside agencies.

### **Confidentiality**

It is not considered to be of benefit either to the student involved or to other students in the Academy to publicise the names of those involved in any such incident. During all procedures outlined above the names of those involved will be kept as confidential as is felt necessary.



All contact from the media will be handed solely by the Head of School or a member of the strategic leadership team.

## **5. Conclusion**

Staff in the Academy play an important role both as role models to students, in drugs education and in implementing this policy.

The Academy is committed to supporting the continued training of staff so they can be effective in the school's preventive and educational programme. The Academy also recognises the need to maintain this programme of training so staff can effectively fulfil their role as responsible adults in both prevention and in dealing effectively in drug-related incidents.