



**SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS**

**POLICY ON DRUGS EDUCATION AND THE MANAGEMENT OF  
DRUGS-RELATED INCIDENTS**

**DATE: MAY 2016**  
**REVISION DATE: NOVEMBER 2019**

### **Rationale**

This policy has been developed to take into account existing legislation and guidance on drugs education, the management of drugs related incidents and any instances of possession or substances pertaining to drugs related incidents, including but not limited to DfE, (Department for Education), and ACPO, (Association of Chief Police Officers), guidance 2012. It will support all members of the school community in dealing with young people and substance abuse. The definition of drugs in this context includes legal drugs such as medicines, alcohol, volatile substances, tobacco, psychoactive substances, and illegal drugs. It governs any activity operated by, or associated with Sutton Coldfield Grammar School for Girls, whether on or off the school premises, and forms part of our safeguarding procedures.

### **Aims**

- 1) Increase students' knowledge and understanding and to clarify their misconceptions about:
  - the short and long term risks of drugs;
  - the rules and laws relating to drugs;
  - the impact of drugs on individuals, families and communities;
  - the prevalence and acceptability of drug use amongst peers;
  - the complex moral, social, emotional and political issues surrounding drugs.
  
- 2) Develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:
  - assessing, avoiding and managing risk;
  - communicating effectively;
  - resisting pressures;
  - finding information, help and advice;
  - devising problem solving and coping strategies;
  - developing self-awareness and self-esteem.
  
- 3) Enable students to explore their own and other people's attitudes towards drugs, drug use and drug users, including challenging stereotypes and exploring media and other influences.

### **Content**

Drugs Education is delivered in the main by Form Tutors through discrete sessions as part of the Personal, Social and Health Education (PSHE) programme. Drugs education may also occur in other curriculum areas such as Science when the physiological effects of drug abuse are covered. Some sessions may be delivered by external agencies where appropriate. The programme is co-ordinated by the Pastoral team and members of the senior leadership team as appropriate.

### **Staff Training**

Drugs education and training needs for all staff are considered as part of the school's Continuing Professional Development procedures. Non-pupil days and staff meetings may be used for updates and individual needs may be addressed by courses or peer group training.

Heads of Year will monitor and evaluate the delivery of components within the PSHE programme relevant to their year group.

## Managing drug related incidents

At Sutton Coldfield Grammar School for Girls we do not condone the misuse of any drugs, including alcohol and tobacco. We are committed to tackling drug misuse among young people and any instances of possession, use or supply of illegal drugs, or anything pertaining to drugs on school premises will be regarded with the utmost seriousness. This policy applies to everyone in school including staff, parents and visitors and in out of school activities e.g. residential visits.

Our guiding principles are:-

- the safety and welfare of all students and staff;
- the welfare of individuals deemed to be at risk;
- in all instances we will have regard to the drug laws in this country and abroad.

At Sutton Coldfield Grammar School for Girls some drugs may legitimately be present in school:

- Medicines: The management and administration of medicines which have been prescribed for students by their medical practitioner is set out in the Supporting Students with Medical Conditions Policy. Non-prescribed medication must not be given to students without parental permission. Medicines that have been prescribed for an individual must only be used by them;
- Volatile substances: Solvents and hazardous chemicals legitimately used by school staff are stored securely and managed to prevent inappropriate access or use in accordance with the school's Health and Safety Policy.

### **Banned Substances**

- Alcohol: students, **regardless of age**, may not possess, consume or sell alcohol within the boundaries of the school and whilst on school visits and any authorised school business;
- Tobacco: The school is a smoke-free zone at all times for staff, students and visitors. Students, **regardless of age**, may not possess, use or sell tobacco, e-cigarettes, or cigarettes within the boundaries of the school and whilst on school visits and any authorised school business;
- Illegal drugs and New Psychoactive Substances (NPS). New Psychoactive Substances (NPS), formerly known as 'legal highs', are becoming increasingly common. They have been classified as illegal drugs under the Psychoactive substances Act ( May 2016) and are banned within the boundaries of the school and whilst on school visits and any authorised school business;
- Any misuse of the aforementioned drugs and/or possession of any drug paraphernalia, will be deemed a drug incident and dealt with according to the Drugs Incidents guidelines.

### **Drug Incidents**

We will follow the procedures and guidelines detailed below. The Deputy Headteacher (Staff and Student Wellbeing) and Headteacher should be informed immediately and will take the lead role in deciding how to respond further.

### **Responses to drugs related incidents**

#### **Alcohol, tobacco, volatile substances and solvent misuse**

- In every case of an incident where students are suspected of being, or found in possession of, using or selling alcohol, tobacco, e-cigarettes or volatile substances we will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate medical help before addressing any further issues;
- The nature and seriousness of the incident will be investigated. The investigation will normally be conducted by the Headteacher, the Deputy Head( Staff and Student Wellbeing), or the appropriate Head of Year; however, off- site it may be necessary for this role to be undertaken by any member of the school teaching staff;
- Students involved in an incident will be separated and questioned individually;
- Parents will be informed, provided that this will not put students' safety at risk;

- Students may be excluded;
- Alcohol may be disposed of by the school or parents; the school will arrange for safe disposal of unauthorised medicines and volatile substances;
- Students may be offered support or referred to external agencies for support;
- A record will be made of the incident and kept on file;
- The police will be informed if it is appropriate to contact them, or Trading Standards, about the inappropriate sale or supply of tobacco, alcohol or volatile substances in the area.

### **Illegal Drugs and New Psychoactive Substances**

In every incident involving drugs we will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate medical help before addressing any further issues.

- The nature and seriousness of the incident will be investigated;
- The investigation will normally be conducted by the Headteacher and Deputy Head,(Staff and Student Wellbeing), or the appropriate Head of Year. However, off-site it may be necessary for this role to be undertaken by any member of the school teaching staff;
- Students involved in an incident will be separated and questioned individually;
- Staff should try to persuade students to hand over voluntarily any drugs in their possession. Staff may search school property e.g. lockers if they believe drugs to be stored there. Prior consent should always be sought from students but they must be made aware that if consent is refused, the school may still proceed with the search.

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. Prohibited items include:

- alcohol
  - illegal drugs
  - tobacco and cigarette papers
  - E-cigarettes
  - Any other items deemed by the Headteacher to be drugs related paraphernalia
  - any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).
  - Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.
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- Searches should always be made in the presence of a second adult witness. Intimate searches of students by staff are not permissible.
  - It is permitted by law for school staff to take temporary possession of a substance suspected of being a controlled drug for the purposes of protecting a student from harm and the offence of possession.
  - Should any drugs be found, they should be sealed in a plastic bag including details of the date, time and place of seizure and the signatures of witnesses present. These should be stored in the school safe, accessible only by the Senior Leadership Team, until they can be handed over to the police. Staff should use gloves, place any paraphernalia in a sturdy container and arrange for this to be stored in the school safe as above;
  - The police will be informed;
  - Parents will be informed, providing this will not put students' safety at risk;
  - If formal action is to be taken students should normally be interviewed at the local police station accompanied by their parent(s). In exceptional circumstances students may be interviewed by the police at school accompanied by an appropriate adult;
  - Students involved in illegal drug incidents may be temporarily or permanently excluded;

- At the same time, we will do our utmost to assist in finding suitable counselling and support for students involved in drug misuse since drug abuse can be a symptom of other problems and may need a coordinated approach involving external agencies. Any student who is genuinely seeking help on a drugs-related matter will be supported in a non-disciplinary manner. The student will be given support and guidance and the information disclosed will be dealt with in the appropriate manner, taking into account any safeguarding implications that may arise. It may be the case that information needs to be shared with other professionals so that appropriate help can be gained for the student concerned. The students can approach any member of staff for support in this area.
- A record will be made of the incident and kept in the student's files.

In the case of parents/carers under the influence of drugs on school premises:

**Drugs related issues, staff, parents and visitors:**

- The maintenance of student welfare is our prime concern;
- Should staff be concerned about discharging a student into the care of a parent/carer under the influence of drugs, the Headteacher and/or Deputy Head, ( Staff and Student Wellbeing), should be informed without delay;
- We will attempt to make alternative arrangements for the care of the student (e.g. with another parent, relative or carer);
- Should our concerns be more serious, we will invoke child protection procedures and/or enlist the help of the police.

**In the case of staff conduct and drugs:**

- Abuse of legal and use of illegal drugs by staff is strictly forbidden. Any member of staff found to be in breach of this instruction will be subject to disciplinary proceedings;
- Staff have a duty of care to students whilst in school, on school trips or any other school business and are therefore required to restrict any intake of alcohol; staff who, through excess intake of alcohol, are unfit to carry out their duty of care effectively will be dealt with according to the school disciplinary procedures;
- We will do our utmost to address the professional health and welfare needs of staff; arrangements are in place for appropriate occupational health advice and support.

All policies will be regularly reviewed in the light of any changes in the classification of drugs, local issues, incidents, guidance and recommended practice and disseminated to staff and governors by the Deputy Headteacher ( Staff and Student Wellbeing).Drugs education is specifically monitored, reviewed and updated by the Heads of Year.

This policy should be read in conjunction with other school policies including Anti-Bullying, Safeguarding and Child Protection, Educational Visits, Behaviour for Learning and Supporting Students with Medical Conditions, Whistle blowing and the Staff Code of Conduct

## Appendix One ( new addition)

### Useful organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 72640510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website : [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com](http://www.drugeducationforum.com)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 77398494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800222 Website: <http://familylives.org.uk/>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.resolve.org](http://www.resolve.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/activity/project:

Drugs education and the management of drugs-related incidents

Is this a new or an existing policy/activity/project?

Existing policy updated

Scope/timescales for project or activity (including review date):

Approved in May 2016. To be reviewed in May 2019.

Policy/project lead and Author of Equality Impact Assessment:

Mrs L. Long

Outline of main aims of this activity/policy/project:

To provide guidelines for all members of the school community about the school's expectations with regard to drugs education and drugs-related incidents

Who will benefit/be affected by this policy/activity?

Students of Sutton Coldfield Grammar School for Girls

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

(a) Students and members of the community? (Eg The Governing Body, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

The provisions of the policy are equally applicable to all.

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all students equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

**Full impact assessment is not required**

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Signed :

Name : Mrs L. Long..... Date : .....May 2016.....