

**DRUGS POLICY INCORPORATING SMOKING
2014-2015**



Ecclesfield
SCHOOL

Date approved: 17th November 2014

Signed: (Headteacher)

Signed: (Chair of committee)

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Prevention and education

Ecclesfield School believes that preventative measures such as drugs education and accessible information are the most effective means of reducing future drug use and abuse. We are committed to providing our students with the guidance, help and support they require to understand the issues surrounding drugs and their use and to further assist any student at risk as a result of substance abuse through rehabilitative measures.

The Content and Organisation of Drug Education in the Curriculum

Drug education is an entitlement for every pupil and is supported by Section 351 of the Education Act 1996 which requires every school to provide a balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society.
- Prepares pupils at the school for the opportunities, responsibilities and experiences of adult life.

The aim of drug education is to provide opportunities for pupils to develop their knowledge, skills, attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Drug education is a major component of drug prevention.

At Ecclesfield School drug education is primarily through PSHE and Science.

Definitions

By the terms of this policy, the following definitions are used:

Drugs – any substance, legal or illegal, that is taken for its narcotic or stimulant effects. This includes all classes of illegal drugs, alcohol and legal highs. It might also pertain to prescription drugs taken for purposes other than those for which they were prescribed.

Smoking – refers to both cigarettes and electronic/ e-cigarettes.

Exceptions

Some students may require prescribed medicines during the school day. Such medicines, when taken for the purposes for which they were prescribed, are not considered “drugs” under the terms of this policy. The administration, storage and record keeping related to these are set out in the Medicines Policy.

Rationale

The school does not condone the use or misuse of drugs by students, nor the illegal supply of these substances. The school acknowledges the importance of its pastoral role in the welfare of students and believes it has a duty to inform and educate students on the consequences of illegal substance use and misuse.

The School’s Stance

- The possession, use or supply of illegal and other unauthorised drugs within school boundaries is unacceptable.
- In keeping with our National Healthy School Standard and in line with Sheffield City Council’s Policy, Ecclesfield is a non- smoking site.
- Students must not bring controlled drugs, cigarettes or alcohol onto the school site at any time.
- Students must not be in possession of or be under the influence of alcohol. Employees are not permitted to consume alcohol during the school day, or when they will subsequently be supervising children.

Staff with key Responsibility for Drugs Education and Issues

Management of drug related issues in school: Members of the Leadership Team, safeguarding team, pastoral team.

Drug prevention is a whole school issue. All staff should be aware of the policy and how they should respond to drug-related incidents. This includes caretakers and cleaning staff who need to know procedures for dealing with drugs and drug paraphernalia.

The Management of Drug Related Incidents

All incidents will be dealt with firmly, fairly and as promptly as possible. The first concern will be for the health and safety of all involved, followed by the welfare of pupils.

Defining Drug Incidents

Incidents may involve the reasonable suspicion of illegal possession, activity or consumption, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs.

They may include:

- Drugs or associated paraphernalia being found;
- A pupil found in possession of drugs or associated paraphernalia;
- A pupil found to be supplying drugs on school premises;
- A pupil, parent/carer or staff member thought to be under the influence of drugs;
- A pupil demonstrating an inappropriate level of knowledge of drugs for their age;
- Information that the illegitimate sale or supply of drugs is taking place in the local area;
- A pupil disclosing that they or a family member/friend are misusing drugs.

Establishing the nature of Incidents

A careful investigation will be carried out to establish a clear understanding of the nature and seriousness of any incident. An investigation into an allegation will be conducted by an appropriately qualified member of staff.

A record of all relevant information will be kept.

Responses to incidents

The school will employ a range of responses to any incidents, and the precise response will be determined after a full and careful investigation into the exact nature of the incident. While support for pupils, as appropriate, will be a priority, the supply, possession or use of drugs or being in school while under the influence of drugs is considered a misdemeanour of the very highest order. Exclusions, including permanent exclusion in the most severe cases, are appropriate and commensurate sanctions for students involved in drug-related instances.

The following list is not exhaustive:

- **Drugs or drug related materials are discovered on school premises, but not on a person**
They should be removed and arrangements be made for disposal. CCTV should be checked.
Record details.
- **Students found in possession of drugs or associated materials, but not under the influence of drugs**
Investigation, involvement of parents and possible involvement of police if these are illegal drugs.
The drugs will be confiscated and put in a secure place
Referral, counselling or sanctions will be used as appropriate
- **A student is suspected of being under the influence of drugs or alcohol**
Ensure the safety of the individual, dealing with medical emergencies as necessary.
Confiscate any substances/alcohol, and investigate the situation
Consider isolating from peers whilst investigation
Involve parents and agree appropriate action and sanctions
- **A student is suspected of supplying drugs**

Investigate, establishing whether the substance is legal or illegal and whether it is for personal use or supply.

Investigate whether this is organised, or a "one-off" incident

Involve parents.

*If the substance is illegal, contact the police.

- **A pupil demonstrating an inappropriate level of knowledge of drugs for their age**
This is primarily a safeguarding issue and should be referred to the safeguarding team in the first instance.
- **Information that the illegitimate sale or supply of drugs is taking place in the local area**
Such information should be passed to the Deputy Headteacher or Headteacher, who will pass this information to the Police.
- **A pupil disclosing that they or a family member/friend are misusing drugs.**
This is primarily a safeguarding issue and should be referred to the safeguarding team in the first instance.

Confidentiality

In managing drugs, and in drug education lessons, teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and/or which the pupil asks not to be passed on, and which does not involve a breach of school policy the request will normally be honoured. Exceptions to this will be:

- When child protection issues arise
- In order to co-operate with police investigations
- Where there has been agreement to refer the pupil to an external agency

Every effort will be made to seek the agreement of the pupil before further sharing of sensitive information. Where information is to be shared, this will be strictly on a need to know basis.

Searches and Confiscation of Property

If a student is suspected of concealing unauthorised drugs **or smoking paraphernalia**, every effort will be made to persuade the student to hand over the items, always in the presence of a second adult witness.

The law permits school staff to take possession of a substance suspected of being an illegal drug or item harmful or detrimental to good order and discipline (for example legal highs) provided that steps are taken to destroy it or to deliver it to the police.

If a student is suspected of concealing **illegal drugs, legal highs, drug related materials alcohol, tobacco and cigarette papers**, every effort will be made to persuade the student to hand over the items, always in the presence of a second adult witness. **Staff may not carry out personal searches.**

School staff can search pupils' property **with their consent** for any item but staff should immediately seek a member of the **Leadership** Team to do this.

If a student **refuses to give consent** to search a search can be conducted by law if a member of staff has reasonable grounds to suspect that alcohol, illegal drugs, legal highs, tobacco or cigarette papers are in the possession of an individual. **The member of Leadership Team should inform parents/carers if any search has been conducted.** In more serious situations the police may be contacted and may carry out a search.

Conducting a Search

At Ecclesfield, only nominated members of staff are permitted to conduct a search. These staff include the Headteacher, Deputy Headteachers, Assistant Headteachers, Safeguarding and Inclusion manager, Student Support Officer, **pastoral manager and Head of House.** **A member of the Senior Leadership Team should always be in attendance.**

All searches should respect a student's personal privacy and be conducted in as considerate manner as possible by a member of staff who is the same sex (except in exceptional circumstances) and there must be a witness (also a staff member) and, if at all possible, they should be of the same sex as the pupil being searched. **The search must be conducted in a lockable office, behind a closed door in order to minimize distress for the student.** The person conducting the search may search outer clothing, pockets and possessions such as bags. Where the person conducting the search finds an **electronic device** they may examine any data or files on the device if they think there is good reason to do so.

Confiscation/seizure

A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item as listed above or is evidence in relation to an **offence.** **Items** seized should be recorded and stored in a locked secure cupboard or safe before consulting whether the item should be safely disposed of or delivered to the police.

For further information and guidance on searching and confiscation please see Department for Education screening, searching and confiscation – advice for headteachers, staff and governing bodies 2012.

Smoking

The school's rules with regards to smoking refer both to those students who are caught smoking and those students who are caught with other students who are smoking. Pupils are not allowed to smoke inside the school grounds nor bring cigarettes to school. Those caught smoking or in possession are subject to disciplinary action and will have their cigarettes confiscated and destroyed. Students found smoking in or around the school environment will normally be referred to the school nurse or other professionally trained smoking cessation provider. The confiscated contraband will be destroyed and if needed handed over to the police.

In the first instance a pupil caught smoking or in possession will be given a one-hour school detention, a second offence will lead to a fixed-term exclusion. Further incidents will lead to more severe punishments at the discretion of the school.

The use or possession of illegal drugs on the school premises will always result in fixed term exclusion, involvement of parents, counselling and possibly referral to other agencies. In each case a decision will be reached about whether to involve the police.

Working with the Police

The school is not legally obliged to involve the police regarding illegal drugs, but we will work in partnership with them to the benefit of the school and wider community. The police will be involved in the disposal of suspected illegal drugs. We will take guidance from our Community Police Liaison officer on the law, identification of substances and whether the police should be actively and formally involved in incidents.