



# Highlands School

## Drugs Policy

Date of Last Review	April 2017
Next Review Due	April 2019
Governors Committee	SP

## **HIGHLANDS SCHOOL DRUG POLICY**

### **Rationale**

It is the aim of Highlands School to help all pupils to be able to take their place safely in a world where a wide range of drugs is made available to them. We recognise that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

### **Aims:**

- To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
- To clarify legal responsibilities, entitlements and obligations on drug related issues
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the school curriculum

### **Key roles and responsibilities**

Deputy Headteacher Pastoral is responsible for drug related issues within the school.

### **Inclusive definition of drugs**

Highlands School defines a drug as a substance which, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

### **Drug Education**

- **Context**  
We will provide all pupils with drug education as an integral part of our Personal, Social and Health Economics Education (PSHEE) and Citizenship programme
- **Ethos**  
Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow will be based on national and local guidelines for good practice and be appropriate to the age and experience of our pupils.
- **Content and delivery**  
Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.
- **Use of visitors and outside speakers**  
We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. We are careful to negotiate the use of visitors in line with the protocol for using visitors in Enfield Schools, so that their contribution fits our needs and they are clear how their input fits into our planned programme. The class teacher is always present when visitors are working with our pupils.

### **Managing drug related incidents: routine arrangements**

- **Medicines**  
The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by Enfield School Health and Safety manual.
- **Alcohol**  
Pupils are not allowed to bring alcohol in to the school. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

- **Tobacco**  
The school is a no smoking site - indoors and outdoors, including school vehicles - at all times. Pupils are not permitted to bring to school smoking materials, including matches, lighters and E Cigarettes. Should a pupil be found in possession of any of these on school premises, they will be confiscated.
- **Solvents**  
The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils are not permitted to be in possession of solvent based products.
- **Illegal drugs**  
No illegal drugs are permitted to be brought on to, or used on, school premises.

### Incidents

A drug related incident may include any of the following:

- A pupil who is suspected of being under the influence of a drug
- Finding drugs, or related paraphernalia on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use

### Guiding principles

- The Deputy Head Pastoral is responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.
- Incidents will be dealt with after making an assessment of the situation and be reported to the Headteacher.
- Appropriate support will be offered to those with substance misuse problems.
- Evidence of drug use or possession may result in exclusion. (See Appendix 1)
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses, that which is most appropriate.

### Procedures

- **Medical emergencies**  
If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.
- **Individuals in possession of drugs**  
If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated. If the drug is suspected to be illegal, the school will/may contact the police. If the substance cannot be legally destroyed or disposed of it will be handed to the police as soon as possible and not stored for any longer than is necessary. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than to conduct a wider investigation. Parents of pupils will be informed and other professionals from the LEA, Young Persons Substance Misuse Service, Youth Service, Police, School Health Service, Social Services etc may be informed or consulted as appropriate.
- **Support for pupils**  
Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of, or from, involvement with drugs. Such interventions may include consultation and subsequent referral.
- **Recording**  
All incidents will be recorded within 24 hours. Forms will be stored securely in the pupil's file and a log will be kept by Pastoral Deputy Head.

**Confidentiality**

Complete secrecy can never be promised to a pupil, though information given in confidence will only be disclosed to anyone else in the interests of Child Protection. If a pupil discloses that they are using a drug without medical authorisation, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protecting a young person's anonymity where their disclosure may implicate others. Regarding disclosures staffs need to carefully define and communicate the boundaries of confidentiality offered.

**Staff training and support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise. The school drugs coordinator, or other appropriate member of staff, will organise training related to the identified needs of staff as required.

**Links to other policies**

***See also the school's Positive Behaviour Policy & Code of Conduct Policy,***

## Appendix 1

### External Exclusions

#### Fixed Term

##### Examples of Actions That Would Normally Lead To Fixed Term Exclusion

As a school we hold that the most important right is to be secure at all times. Behaviour likely to undermine that security is consequently regarded as a serious breach of discipline.

The following offences are totally unacceptable and warrant an automatic sanction, normally exclusion for a fixed period of time.

- Serious bullying (including racial or sexual harassment or homophobia (serious as recorded in the sanctions system));
- Swearing at a member of staff;
- Threatening behavior;
- Violence towards another pupil;
- **Possession of illegal substances;**
- Deliberate damage to property;
- Theft;
- Actions that put the health and safety of any other member of the school community at risk;
- Repeated disruption to teaching and learning;
- Repeated refusal to obey reasonable instructions thus challenging and undermining the authority of staff;

#### Permanent Exclusion

##### Examples of Actions That Would Normally Lead To Permanent Exclusion

- Persistent bullying including racial or sexual harassment or homophobia (persistent as recorded in the sanctions system);
- Actual or threatened violence against a member of staff;
- Serious actual or threatened violence against another pupil;
- Sexual abuse;
- **Dealing in illegal substances;**
- Second offence of possession of illegal substances;
- Possession of an item that could be used as an offensive weapon such as a knife;
- Persistent violence towards pupils;
- Actions that put the health and safety of any other member of the school community at serious risk;
- Persistent and malicious disruptive behaviour, including open defiance or refusal to conform with agreed school policies;
- Repeated breaches of the school code of conduct. These should be documented through the sanctions system and are likely to be after the student has been on a Pastoral Support Programme and there has been no improvement;

The above lists are not exhaustive and other offences may lead to exclusion.