



Highlands

School & Sixth Form

**Dare to
flourish**

Drugs policy
APPROVED

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Governors Committee	School Priorities

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Section 1. 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. Highlands School recognises that some drugs have beneficial effects, but also that every drug has the 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.

This policy is informed by DfE and ACPO drugs advice for schools.

Section 2. Aims

- To support the school's endeavour to maintain the safety and wellbeing 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.

Section 3. Key roles and responsibilities

The Designated Safeguarding Lead (DSL) is responsible for drug related issues within the school. The DSL is supported by a wider pastoral team and a safeguarding team to ensure drug related issues are managed appropriately.

Section 4. Inclusive definition of drugs

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

Section 5. Drug Education

5.1 Context

- Highlands School will provide all pupils with drug education as an integral part of our Personal, Social, Health and Economics Education (PSHE) and citizenship programme.

5.2 Ethos

- Drug education in 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 practising decision making skills. The programme followed is based on national and local guidelines for good practice and is appropriate to the age and experience of our pupils.

5.3 Content and delivery

- Teaching of PSHE sessions is delivered by tutors during a weekly 65 minute PSHE session. Every term tutors are trained to deliver the content of the PSHE programme to a high standard. This programme is quality assured to ensure lessons are delivered to a high standard.

5.4 Use of visitors and outside speakers

- There are occasions where the school uses visitors to support the planned teacher lead programme of education, in line with national and local guidance. Highlands School is careful to negotiate the use of visitors in line with the protocol for using visitors in Enfield Schools, so that their contribution fits the school's needs and they are clear how their input fits into the planned programme.

Section 6. Managing drug related incidents: routine arrangements

6.1 Medicines

- The school has a procedure for the administration of medicines that must be followed for everyone's safety. Practice is in line with guidance as recommended by the Enfield School Health and Safety manual. Further details can be found in the [medical policy](#).

6.2 Alcohol

- Pupils are not allowed to bring alcohol into 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.

6.3 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.

6.4 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.

6.5 Illegal drugs

- No illegal drugs are permitted to be brought on to, or used on, school premises.

6.6 New psychoactive substances

- New psychoactive substances will be considered to be unauthorised substances. If there is uncertainty about what the substance is, it will be treated as a controlled drug.

Section 7. 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.
- Possession of drugs by an individual.
- Use of drugs by an individual.
- Supply of drugs.
- Individuals disclosing information about their drug use.
- Rumours of drug possession supply or drug use.
- Reports of drug possession supply or drug use

Section 8. Guiding principles

- The DSL 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 in line with the [behaviour policy](#).
- 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.

Section 9. Procedures

9.1 Medical emergencies

- If an individual is unconscious, is having trouble breathing, is seriously confused or disoriented, 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.

9.2 Individuals in possession of drugs

- If it has been reported or a student is suspected to be in possession of a controlled substance Highlands staff will follow the schools searching and screening protocol found in section 5 of the [behaviour policy](#).
- If any pupil or adult on school premises is found in possession of an unauthorised drug it will be confiscated and stored in a secure location, such as a safe or lockable container.
- If the drug is suspected to be illegal, the school will 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.
- An account of the incident will be logged on CPOMS and a police reference number will be included, if the incident was reported to the police.
- The senior member of staff overseeing this incident will identify any safeguarding concerns and oversee the development of a support and disciplinary response.
- Parents of pupils will be informed and other professionals from the local education authority (LEA), young persons substance misuse service, youth service, police, school health service, social services and any other appropriate professional service may be informed or consulted as appropriate.

9.3 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. A variety of 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 referrals to external support services.

9.3 Recording

- All concerning drug incidents will be recorded on CPOMS.

Section 10. Confidentiality

Highlands School will always seek to work with parents and carers when informed or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate. Please refer to the [safeguarding policy](#) for further information. Complete confidentiality can never be promised to a pupil.

Section 11. 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.

Section 12. School trips

This policy applies to all school trips and school activities.

Section 13. Links to other policies

[Behaviour policy](#)

[Medical and first aid policy](#)

[Safeguarding policy](#)