



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Drugs Education and the Management of Drug related incidents	
Lead	Mrs N Thompson, Assistant Headteacher	
Governor Committee	Chair of Governors	
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Preamble

This policy sets out the school's role in relation to all drug matters – both the content and organisation of drugs education and the management of drugs incidents involving Henley in Arden School's pupils both within and outside of school boundaries. It has been developed in consultation with the whole school community including pupils, parents, staff, governors and partner schools and agencies; the policy follows legal advice and guidance from the South Warwickshire Education Partnership

The policy seeks to support and encourage an underlying culture of intolerance to drugs within our society. This is supported by a planned drug education programme.

It is recognised that controlled drug misuse is a criminal offence and if discovered on School premises it will be dealt with robustly, where appropriate taking advice from the police. The methods of investigation and sanctions will be in keeping with the School's Behaviour Policy.

This policy also provides advice and guidance to staff on the procedures to be followed when dealing with drug-related incidents (whatever the circumstances) in a fair, professional and proportionate manner.

Where and to whom the policy applies

This policy applies to all school staff, pupils, parents/carers, governors and other partner agencies working with the school. This policy applies to day and residential trips, and when schools are deemed to be in loco parentis. Attention is drawn to Section 89(5) of the Education and Inspections Act 2006 which provide that "the behaviour of pupils outside school can be considered as grounds for exclusion" (Exclusion from maintained schools, Academies and pupil referral units in England, DfE 2012)

Definitions and terminology

The term "drugs" refers to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including but not limited to alcohol, tobacco, shisha pens, e cigarettes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over the counter and prescription medicines.

The **Drugs Education** programme (Part 1 of this policy) has been developed to be appropriate to the age, maturity and ability of the pupils, builds on the existing knowledge and understanding of the pupils, and takes into consideration their views. It is delivered via a whole school approach within the range of subjects, in particular as part of the PSHRE programme. It covers all drugs (legal and illegal), including alcohol, tobacco (including e-cigarettes and similar), cannabis, volatile substances and Class A drugs.

The **Management of Drug Related Incidents** (Part 2 of this policy) has been developed in consultation with all other secondary schools in South Warwickshire. Central to this is the understanding that the unauthorised possession, use or supply of illegal and other unauthorised drugs (and alcohol) within school boundaries is unacceptable. Clear

protocols and expectations relating to the management and reporting of drugs incidents within and outside of school are set out within the policy, and are common to all secondary schools in South Warwickshire. Note should be taken of the South Warwickshire Education Partnership Management of Drugs Incidents Policy, in particular paragraph 4.3 of that document which states:

“Save in exceptional circumstances, a student will be permanently excluded for possession, possession with intent to supply or supplying controlled drugs, even for a one-off or first time offence”

Part One: The Drug Education Policy

Introduction – why we need a drug education policy

This purpose of this policy is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of pupils and others who use the school
- Clarify the school's approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- Enable staff to manage drugs incidents affecting Henley in Arden School pupils, with confidence and consistency, and in the best interests of those involved
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies of drug misuse prevention

Our aims

Drug education is major component of drug prevention. Drug prevention aims to:

- Minimise the number of young people engaging in drug use
- Prevent or at least delay the onset of first use
- Reduce the harm caused by drugs
- Enable those who have concerns about drugs to seek advice and help

Our objectives

In order to achieve the aims of drug prevention, our drug education programme will:

- Increase pupils' knowledge and understanding of the risks and consequences of legal and illegal drugs
- Provide opportunities for pupils to explore their own and others' attitudes and values towards drugs and drug users
- Support pupils to develop their personal and social skills so they feel able to communicate effectively, recognise choices, make decisions and access help when needed
- Promote the benefits of a healthy lifestyle

Staff with key responsibility for drug education

Headteacher

The Headteacher will ensure that staff and parents are informed about this drug policy, and that the policy is implemented effectively. The Headteacher will also ensure that staff receive training, so that they can teach confidently and handle any difficult issues with sensitivity. The Headteacher may delegate this responsibility to an appropriately qualified member of staff.

PSHRE Coordinator

The PSHRE Coordinator and members of the pastoral team will liaise with external agencies regarding the school drug education programme, and ensure that all adults who work with pupils are aware of the school policy and work within this framework. The PSHRE Coordinator will monitor the policy on a day-to-day basis and report to governors, when requested, on the effectiveness of the policy.

School staff

Drug prevention is seen as a whole school issue. Every member of staff and all school staff have a part to play in the implementation of the policy.

Governors

As part of their general responsibilities for the strategic direction of the school, governors have a key role to play in the development and regular review of our school's policy on drugs. Governors will be kept informed as to the efficacy of present drug education provision and involved in any changes to existing provision/policy that may need to be made. Governors will contribute to any case conferences called, and take part as necessary in any appeals against exclusions related to drugs incidents.

Media

Any media enquiries will be directed to the Headteacher in the first instance.

Involvement of parents/carers

The school encourages the involvement of parents/carers by:

- Informing parents about the school drugs education policy and practice
- Answering any questions parents may have about the drugs education their children receive in school
- Taking seriously any issue which parents raise with teachers or governors about this policy or the arrangements for drugs education in the school
- Involving parents in reviewing the school policy and making modifications to it as necessary

- Informing parents about the best practice known with regard to drugs education so that the parents can support the key messages being given to children at school

Drug education curriculum

Although as an academy Henley in Arden School is not governed by the National Curriculum, note should be taken that the National Curriculum for Science states that "Pupils should be taught the effects of recreational drugs (including substance misuse) on behaviour, health and life processes."

In Henley in Arden school, the PSHRE programme is the key curriculum area for the delivery of drugs education; issues relating to drug use are also covered as part of the Science curriculum.

Staff support and training

During induction to our school, staff are required to develop a good understanding of the drugs policy and other related policies. Teachers are provided with training as required to support their delivery of PSHRE and extend their confidence in doing so. Training needs are identified for individual staff through the PM system.

Pupils vulnerable to drug misuse

(Including those at risk of exclusion and those excluded from school)

Drug education will be a priority for these pupils; the school will seek the support of outside agencies in these cases. It will be developed to address their specific needs, as many are more likely to be using drugs, many are at higher risk of developing problematic drug use and some may have been excluded as a result of a drug incident.

Teachers will:

- Focus on ways to reduce the harm drugs can cause
- Involve a range of external contributors, as part of the planned programme, to add value by providing additional perspectives and approaches
- Link with young people's drugs services, to provide targeted education, advice and support
- Provide a range of highly engaging activities including: media, film, music and ICT which focus on life skills
- Help pupils to access further information and support

Confidentiality and handling disclosures

Teachers, pupils and parents should be aware of the boundaries regarding confidentiality within the curriculum. Pupils must be made aware that confidentiality cannot be guaranteed and that they will be informed of all actions relating to their disclosure.

Health professionals are bound by their own codes of conduct to maintain confidentiality. When working within a classroom they are also bound by the school's policies. Outside the

classroom situation, they can exercise their own professional judgement maintaining the pupil's best interests at all times.

Teachers cannot offer or guarantee absolute confidentiality, but should ensure pupils are informed of sources of confidential help, e.g. school nurse, counsellor, GP, advice services. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, the request will be honoured unless this is unavoidable in order for the teacher to fulfil their professional responsibilities and ensure the safety of pupils. Only in the most exceptional circumstances will information be handled without parental knowledge. Where younger pupils are involved this will be grounds for serious concern and child protection issues should be addressed.

See the school's Child Protection Policy for further details.

The needs of pupils with special educational needs

Care will be taken to ensure that the drug education curriculum meets the needs of individual pupils and takes into account their age, maturity, stage of development and personal and social influences. Appropriately differentiated materials and approaches will ensure that vulnerable pupils, including those with SEN, receive their entitlement to drug education.

Pupils with SEN may be more vulnerable to situations involving risk. Teachers will focus more on developing pupils' confidence and skills to manage situations that require making decisions about drugs. Teachers will pay particular attention to enabling pupils to seek help and support when they need it.

Management and co-ordination of the policy

Our school's drug education programme is co-ordinated as part of PSHRE by the Head of Faculty of Social Sciences and as part of Science by the Head of Faculty for Science and Technology. They are supported by the appropriate member of the SLT with responsibility for pastoral care.

The senior member of staff responsible for dealing with drug related incidents is a member of the SLT with responsibility for pastoral care.

This policy will be reviewed every three years as part of the school's rolling programme of policy reviews. The review will be led by a member of SLT with responsibility for pastoral care and supported by governors and the senior leadership team.

Further information

For further information about current initiatives and resources to support the drug education agenda visit the following websites:

- **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

- **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 Website: 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 7264 0510. Email: contact@alcoholconcern.org.uk Website: 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 Website: 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 Website: 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 Website: 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/
- **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/ 14
- **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 Website: 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 Website: 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 7739 8494. Email admin@mentoruk.org Website: 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
- **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 800 2222 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 Website: www.re-solv.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

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

Part Two: The Management of Drug Related Incidents in School Policy

Policy Statement

This policy formalises and clarifies the way in which South Warwickshire Education Partnership schools respond to drug related incidents.

The Management of Drugs Incidents Policy has been developed in consultation with all other secondary schools in South Warwickshire. Central to this is the understanding that the unauthorised possession, use or supply of illegal and other unauthorised drugs (and alcohol) within School boundaries is unacceptable. Clear protocols and expectations relating to the management and reporting of drugs incidents within School are set out within the policy, and are common to all secondary schools in South Warwickshire.

It is recognised that drug and substance misuse is a criminal offence and will be dealt with robustly. The investigation of such incidents is often complex and time consuming. In some cases, in order to deal with the matter appropriately and with as little disruption to both the individuals concerned and the School as a whole, the matter may be reported to the police and where appropriate, advice will be taken from them. The methods of investigation and sanctions will be in keeping with the School's Behaviour Policy.

This policy also provides advice and guidance to staff on the procedures to be followed when dealing with drug-related incidents (whatever the circumstances) in a fair, professional and proportionate manner. Staff have a specific responsibility to operate with the boundaries of this policy and, when in a position of seniority, to ensure that all staff understand the standards of behaviour expected of them.

This policy also provides advice and guidance to staff on the procedures to be followed when dealing with drug-related incidents (whatever the circumstances) in a fair, professional and proportionate manner.

1. DRUG-RELATED INCIDENTS

- 1.1. Legislation defines 'Drug Misuse' as the non-medical use of drugs that are only intended for use in medical treatment, and the use of drugs that have no accepted medical purpose. Such drugs are prescribed and controlled under the Misuse of Drugs Act 1971. The Act does not cover other substances such as solvents, tobacco and alcohol or legal highs. Details of drug penalties can be found on the following website: <https://www.gov.uk/penalties-drug-possession-dealing>
- 1.2. A substance-related incident is: Any incident which is suspected to be substance-related by any responsible person affected, occurring within the confines and curtilage of the School premises or featuring within organised School activity, occurring outside the premises and usual School times.¹ Moreover, it should be noted that Section 89(5) of the Education and Inspections Act 2006 provides that "the behaviour of pupils outside school can be considered as grounds for exclusion" (Exclusion from maintained schools, Academies and pupil referral units in England, DfE 2012)

This includes any or all of the following:

- Drugs or drugs paraphernalia found on School premises;

- Students in possession of unauthorised drugs;
- Students supplying unauthorised drugs;
- Students under the influence of drugs, or exhibiting signs of intoxication or illness;
- Disclosure of drug use;
- Information suggesting student(s) involved in substance misuse;
- Illegitimate sale/supply of drugs in the School vicinity.

But it will not include:

- The supply and management of prescribed drugs to students as approved by a medical practitioner and parents/guardian.

1.3 It is recognised that some substances which are not illegal many have an intoxicating, and/or stimulating and/or hallucinogenic effect known as "legal highs". For the avoidance of doubt, use of these substances will also be against School policy and will be dealt with in a similar fashion to those using illegal substances.

2. ROLES AND RESPONSIBILITIES

2.1. The Headteacher takes overall responsibility for the policy and its implementation – for liaison with the governing body, parents/guardians, Local Authority and outside agencies.

2.2. The governing body will oversee policy implementation and be involved in drug education and drug-related incidents in the same manner as any other matters concerning the direction of the School. The governing body agree to allow access for 'speculative visits' by the police in the furtherance of prevention and investigation of drug misuse (sniffer dogs). Any decisions supporting this type of activity should be communicated to staff, parents/guardians and students.

2.3. The School may decide to deploy sniffer dogs on a random basis around the School's premises. Typically, an active dog is used to search areas for illegal drugs and traces of illegal substances. If any indication is given, the room concerned will be immediately locked for further investigation and parents informed. In addition, a passive dog may be used to detect the presence of drugs and illegal substances carried by an individual.

2.4. The Headteacher will ensure all staff dealing with substance issues are trained and experienced.

2.4.1. The nature and causes of alcohol and drug problems;

2.4.2. The effect of alcohol and drug misuse on safety and performance;

2.4.3. The assistance that can provided both internally and externally.

3. INVESTIGATION

3.1. The Headteacher (or his designated Deputy, in the Headteacher's absence) will decide upon the appropriate level and nature of investigation, having established the basic details and seriousness of the situation. It is the primary role of the police to investigate a criminal offence such as those encompassed under the Misuse of Drugs Act. This will run in conjunction with and in support of School's discipline procedures.

3.2. It is good practice to isolate the person suspected to allow a better examination of the issue. This may include suspension to enable investigations to take place.

4. SANCTIONS

4.1. Central to this policy is the concept of commonality in sanctions across South Warwickshire Education Partnership schools.

4.2. When establishing the facts in relation to an incident that results in the imposition of sanctions, the head teacher must apply the civil standard of proof (i.e. on the "balance of probabilities" it is more likely than not that a fact is true, rather than the criminal standard of "beyond reasonable doubt" (see "Exclusion from maintained schools, Academies and pupil referral units in England, DfE 2012, p.5))

4.3. The School has an ongoing duty of care and will periodically review how best their duty should be exercised in respect of this policy. Any response will balance the needs of the individual with those of the wider community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. Exclusion, be it fixed term or permanent, is the accepted response for proven violations of possessing and supplying drugs, and students should understand that they may be excluded if they are involved in drug or substance use.

4.4. The nature of the drug involved and its classification as prescribed by the Misuse of Drugs Act 1971 and amendments is the significant factor in this decision. The attendant circumstances such as quantities involved, the number and vulnerability of others in the School population affected, impact on the community, repeat offending, and previous character of persons involved should be further considered as aggravating or mitigating features in any decision-making process.

4.5. Whilst the School's approach to drug and substance misuse must be flexible, for the protection of its staff and pupils it must also be firm. Save in exceptional circumstances and on the basis that each case will be assessed individually, a student will be permanently excluded for possession, possession with intent to supply or supplying controlled drugs, even for a one-off or first time offence and details may be passed to the Police.

4.6. Whilst supply, possession or use of drugs will continue to be treated as an extremely serious disciplinary offence, following an incident where a student remains in or returns to School, opportunities will be provided for the student to learn from their mistakes and develop as individuals. Opportunities include:

- Review with parents/carers after the incident
- Further drugs education
- Targeted support on a one to one basis.
- Referral to an outside agency

4.6. Further, in circumstances where the pupil returns to the School, support shall be given to ensure they are not subjected to any aggressive or other detrimental behaviour by other pupils and they are able to proceed positively with the School.

5. ANONYMOUS INCIDENT REPORTING

5.1. If staff notice a change in pattern of behaviour or any further indicators as detailed in Appendix 1, they should immediately report this to the Headteacher.

5.2 Verification will be sought on any anonymous information before positive action is considered.

6. MONITORING AND EVALUATION

6.1. Every effort will be made to review an incident after a formal School/police investigation. Appropriate records will be kept in each circumstance.

6.2. This policy will be regularly reviewed by South Warwickshire Education Partnership members to ensure relevance and content in accordance with need.

Appendix 1: Controlled Drugs

The Government defines 'Drug Misuse' as the non-medical use of drugs that are only intended for use in medical treatment. The use of drugs that have no accepted medical purposes are controlled under the Misuse of Drugs Act 1971. (The act does not cover solvent misuse)

DRUG CLASS DRUG TYPE COMMENTS

A	Heroin, Methadone, Opium, Cocaine, Crack Cocaine, LSD, Cannabis Oil, Ecstasy, Processed Magic Mushrooms, any Class B drug which is injected	Possession < 7 years Supply < Life
B	Amphetamine (Speed), Barbiturates, Codeine, Cannabis (Herbal and Resin)	Possession < 5 years Supply < 14 years
C	Mild Amphetamines, Tranquillisers – Valium, DF118 (Painkillers), Ketamine	Possession < 2 years Supply < 14 years

The law on drugs

It is an offence under the Misuse of Drugs Act 1971:

- To possess, possess with intent to supply, or supply a controlled drug to another in contravention of the Act
- It is a defence, that knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence. In so doing he/she as soon as possible took all such steps that were reasonably open to destroy or deliver into the custody of a person lawfully entitled to take custody of it.
- For the occupier or someone concerned in the management of any premises, knowingly to permit or suffer on those premises, the smoking of cannabis, or the production, attempted production, supply, attempted supply, or offering to supply any controlled drug.
- Although the possession/supply of cannabis has been downgraded to Class C, the maximum prison sentence for supply has been increased to 14 years. A specific power of arrest for possession has been created, in aggravating circumstances, such as connections to young people.

Appendix 2: Signs of Possible Drug Misuse or Substance Misuse

Some of the main signs which may be associated with drug misuse are summarised in Tables 1, 2 and 3 (adapted from Liverpool Education Authority and TACADE materials). The presence of these signs alone is not conclusive proof of drug or solvent misuse; many of them are part of normal adolescence. All incidents must be reported initially to pastoral leaders (Key Stage Co-ordinators).

Early detection of drug misuse is extremely important. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent further misuse of drugs. Teachers, and non-teaching staff, should be alert to the warning signs which may indicate that a pupil is misusing drugs. Teachers need to be particularly vigilant when they are in charge of activities which take groups away from the school premises.

Table 1: Warning Signs in Individuals

- Changes in attendance, and being unwilling to take part in school activities
- Decline in performance in schoolwork
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability
- Reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups
- Excessive spending or borrowing of money
- Stealing money or goods
- Excessive tiredness without obvious cause
- No interest in physical appearance
- Sores or rashes especially on the mouth or nose
- Lack of appetite
- Heavy use of scents, colognes etc. to disguise the smell of drugs
- Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils)

Table 2: Warning Signs in Groups

- Regular absence on certain days
- Keeping at a distance from other pupils, away from supervision points (eg groups who frequently gather near the gate of a school playground or sports field)
- Being the subject of rumours about drug-taking
- Talking to strangers on or near the premises
- Stealing which appears to be the work of several individuals rather than one person (eg perhaps to shoplift solvents)
- Use of drugtakers' slang
- Exchanging money or other objects in unusual circumstances
- Associating briefly with one person who is much older and not normally part of the peer group

Table 3: Objects that may indicate Drug Misuse

- Foil containers or cup shapes made from silver foil, discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane or metal foil wrappers
- Small plastic or glass phials or bottles

- Twists of paper
- Straws
- Sugar lumps
- Syringes and needles
- Cigarette papers and lighters
- Spent matches
- Plastic bags or butane gas containers (solvent abuse)
- Cardboard or other tubes (heroin)
- Stamps, stickers, transfers or similar items
- Shredded cigarettes, home-rolled cigarettes and pipes (cannabis)
- Paper (about 2 inches square) folded to form an envelope (heroin)

Appendix 3: Practical Guidance

1. If a member of staff suspects that a pupil is intoxicated or under the influence of drugs they should follow the First Aid and Medical Emergencies guidelines (see Appendix 6)
2. While it is advisable to isolate the individual from other pupils, he or she must not be left alone. Do not shout, threaten them or initiate discussion about drug use. Talk quietly and calmly, especially if the pupil is distressed.
3. Searches

Personal searches

When a person is suspected of concealing illegal or other unauthorised drugs, every effort will be made to persuade the person to hand over any drugs voluntarily, in the presence of a second witness. Where the individual refuses, the Headteacher or staff authorised by them has a statutory power to search the pupil or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have drugs. The School will take all reasonable steps to follow the latest Government guidelines in conducting a search. After any search involving students, parents/carers will normally be contacted by the School, regardless of whether the result of the search is positive or negative.

Searches of school property

Staff may search school property, for example, pupils' lockers or desks if they believe drugs to be stored there. Prior consent will always be sought. Individuals will be made aware that if consent is refused the school may wish to proceed with a search. However, when consent is refused, the school will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

4. Staff dealing with an incident will, wherever possible, take possession of any substance suspected of being a controlled drug in the presence of another adult. See Appendix 5: Temporary Possession of a Substance
5. The Headteacher will take responsibility for liaison with the media, where required. As the issue of substance misuse is an emotive one, it is likely to generate interest from the local and national media. The school will take appropriate advice and guidance from the LA press office and legal department to ensure that any reporting of incidents remains in the best interests of young people, their families and the school.

Appendix 4: Temporary possession and disposal of substances

If the Headteacher has reasonable grounds to suspect that drugs are being used or supplied on the school premises, it is recommended that s/he informs the Police. A manager or occupier of premises commits an offence under Section 8 of the Misuse of Drugs Act if s/he knowingly allows drugs to be used or supplied on the premises.

If a member of staff suspects that a student is in possession of an unauthorised drug, they must inform the Headteacher (or Deputy) immediately, who will make the decision whether to contact the Police or to take temporary possession of and dispose of a suspected illegal drug.

Suspected illegal drugs

In taking temporary possession and disposing of suspected illegal drugs the school will:

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- Store it in a safe and secure location with access limited to two senior members of staff;
- Without delay notify the police, who will collect it, and then store or dispose of it in line with locally agreed protocols. The law does not require the school to divulge to the police the name of the pupil from whom the drugs were taken. Where a pupil is identified, the police will be required to follow set internal procedures;
- Record full details on the school's MIS
- Inform parents/carers, unless this would jeopardise the safety of the pupil.

Alcohol and tobacco

These will be disposed of, and parents informed.

Volatile substances

Given the level of danger posed by volatile substances, the school will arrange for their safe disposal. Small amounts will be placed in a bin to which pupils do not have access.

Medicines

Students on prescribed medication should make arrangements with their Key Stage Leader for the safe-keeping of these items and staff should be made aware of these students. Parents/carers will collect and dispose of unused or date-expired medicines.

Needles/sharps

Needles or syringes found on school premises will be removed with due regard to health and safety (eg by picking up with a litter picker or with thick leather gardening gloves or sweeping up using a dustpan and brush) and then placed in a plastic screw top bottle, or other suitable container. This will be placed in the domestic waste. If a significant number of syringes are found, the District Council should be contacted for further advice on disposal.

Appendix 5: Advice - Out of School Activities

BEFORE TRIP

- Clear written instructions should be given to students and parents as a preparation for the trip, forbidding the use of illegal substances or intoxicants on the trip.
- All students and parents should be aware of the consequences for students of taking or supplying illegal substances whilst on the trip.
- Students should sign a contract of behaviour before the trip agreeing to abide by the rules laid down by the organising staff

DURING TRIP, IF AN INCIDENT OCCURS

- Follow first aid policy
- If no adverse signs, investigate situation and recover evidence
- If suspicions justified, inform senior member of staff at school
- Contact parents as advised by senior staff
- Follow established procedure

ON RETURN

- Seek advice from police
- Seek advice from support agencies