



**HERSCHEL GRAMMAR SCHOOL**

## **Drugs Policy**

**Date approved by LGB: June 2019**

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**Approved by: LGB**

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Assistant Headteacher**

**\*subject to any relevant changes in legislation or other appropriate guidelines**

## **Statement of Policy**

The school is committed to the health and safety of its community and takes action to safeguard its well being.

The school acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school, will seek to encourage pupils in need of support to come forward.

Herschel Grammar School does not allow the misuse of drugs or alcohol by members of the school nor the illegal supply of these substances and the school takes a robust approach to any individual or group that violates our behaviour, drugs or anti-bullying policies.

## **Definition of drugs**

A drug is 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 both illegal substances and legal substances such as alcohol, tobacco, solvents and medicines.

A drug is any substance which alters the physiological functioning of the body. These fall into four main categories:

- Those it is illegal to possess, supply or use, e.g. cannabis, ecstasy, LSD, amphetamines, cocaine, heroin, etc.
- Those it is legal to obtain as prescribed medicines but which have the potential to cause harm if misused or obtained illegally.
- Those it is legal to possess, supply or use – e.g. tobacco, e-cigarettes, alcohol, volatile substances (solvents, glues, etc.).
- The “new psychoactive substances” (formerly “legal highs”) which are illegal to supply under the “New Psychoactive Substances Act” of May 2016.

The definition of school premises includes everything within the property boundaries

## **Policy Aims**

Our aim is to help all pupils take their place safely in a world where a wide range of drugs exist. This policy supports the school’s endeavour to maintain the safety and well-being of all pupils, staff and visitors, and provides clear guidance and procedures on drug related issues to all members of the school community.

We support the following educational aims in respect of substance use and misuse:

- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of use and misuse.
- To encourage an understanding of those experiencing or likely to experience substance use.
- To widen understanding about related issues, e.g. crime, HIV and AIDS.
- To enable young people to identify sources of appropriate personal support.
- To develop a whole school approach to drug education in the context of the school curriculum.

## **How these aims will be fulfilled**

Our Drugs education programme 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

Teaching occurs mainly through PSHCE and Science, but other opportunities to reinforce learning will occur in other parts of the teaching programme.

## **Routine arrangements**

### **Medicines**

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

### **Alcohol**

Pupils must not bring alcohol onto the school site. 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 & E-cigarettes**

The school is a no smoking site. Pupils are not permitted to bring smoking materials, including e-cigarettes, vapes, matches and lighters onto the school site. In the interests of health and safety, should a pupil be found in possession of any of these on school premises, they will be confiscated and sanctions applied.

### **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 and psychoactive substances**

No illegal drugs, psychoactive substances or drugs paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

## **Responses to drug related incidents**

All drug incidents should be reported to the Assistant Headteacher ( Pastoral ) as soon as possible, and if unavailable, to any member of the Senior Leadership team.

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Suspicion of 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
- Pupil reports of parents, staff or pupils using drugs
- Hiding drugs in or around the school premises for later collection
- Glamorising or encouraging the use of drugs and other substances
- Suspicion that a pupil may be under the influence of drugs

Any response to drug related incidents needs to balance the needs of the individual pupil concerned with the wider school community.

Exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in serious cases where:

- There is a serious breach or persistent breaches of our Drugs and/or Behaviour Policies and
- allowing a pupil to remain in the school would seriously harm the education, safety or welfare of the pupil or others in the school

### **Drug Misuse outside the school premises**

The school may impose sanctions on a pupil for misusing drugs outside schools when pupils are:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- in some way identifiable as a pupil at the school.

The school may also impose sanctions on a pupil for misusing drugs at any time, whether or not the conditions above apply, if the misuse: could have repercussions for the orderly running of the school or poses a threat to another pupil or member of the public or could adversely affect the reputation of the school.

### **Confidentiality**

The school will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate

### **Searching pupils**

Illegal drugs, alcohol and smoking paraphernalia are prohibited items and the school has a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that a pupil may have illegal drugs on the school site.

Members of the Senior Leadership team, Heads of Learning and any other staff authorised by the Head teacher, have a statutory power to search pupils or their possessions. The person conducting the search may not require the pupil to remove any clothing other than outer clothing. Pupils can be requested to turn out their pockets and bags and lockers may be searched. A pupil's possessions will only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Parents will always be informed if a search has been made and the reason for the search.

## **The role of outside agencies**

The school co-operates with other agencies, e.g. Police, Social Services and Health and Drugs agencies to fulfil its commitment to Drugs Education and to deal with incidents of substance use and misuse.

## **How parents and governors are involved**

The Headteacher has overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and outside agencies.

The Assistant Headteacher ( Pastoral ) has general responsibility for handling the daily implementation of this policy. Staff dealing with substance abuse issues will receive support and training.

## **Review and evaluation**

The policy will be reviewed annually and evaluated to identify whether or not the aims are being met.

Action to be taken should instances involving substance misuse or supply on the premises are found in Appendix A.

## APPENDIX A

All drug incidents should be reported to the Assistant Headteacher ( Pastoral ) as soon as possible, and if unavailable, to any member of the Senior Leadership team.

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
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### Dealing with drug related incidents

In cases involving substance misuse or supply on the premises, the following procedures should be followed.

The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents. When considering action, the school will endeavour to balance the interests of the pupils involved, other school members and the local community.

Where a pupil discloses substance misuse on the premises, staff should inform the Assistant Headteacher ( Pastoral )

If a pupil admits to using or supplying substances off the premises, the Assistant Headteacher ( Pastoral ) should be informed. There is no legal obligation to inform the Police, although they may be able to give support and advice. However, where it is suspected that dangerous substances are being sold on the premises relevant details will be passed to the Police.

Parents will be informed at the earliest opportunity. The school and parents can then work together to support the pupil involved.

The Headteacher will take responsibility for any liaison with the media.

Where staff discover substances which are suspected to be harmful or illegal, they should note the two circumstances in which substances may be removed:

From either a **place** or a **person**.

#### a) **Place:**

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance, continue with the procedure below. It may be appropriate to photograph the substance in situ.

b) **Person:**

When receiving or retrieving substances from a pupil, do so if possible in the presence of a witness. In the absence of a witness, do not put off receiving substances, or within the bounds of your professional discretion, removing a suspicious substance from a pupil's possession. If a pupil is suspected of concealing illegal drugs on his/her person, every effort should be made to secure the voluntary production, but if a pupil refuses the Assistant Headteacher ( Pastoral ) or any member of SLT should be informed immediately and they will inform the Police.

The following guidelines should be observed at all times:

1. Remove the substance if possible, recording the time, place and circumstance.
2. Do not investigate the nature of the substance but record its approximate size and appearance.
3. Where possible have the recordings countersigned by a witness.
4. Take the substance immediately to the Assistant Headteacher ( Pastoral ) or Headteacher. Do not keep the substance on your person or in a safe place.
5. An official report will be completed.
6. The Headteacher may choose to arrange for the Police to remove the substance from the premises or to dispose of it in an appropriate way.
7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, pupils should not be allowed to handle such items. Staff should handle such equipment with the utmost care. Such equipment should be placed in a secure, rigid container to await collection by the appropriate service.