

## 1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement. We want all members of the school community to:

- Enjoy learning
- Be enquiring
- Achieve the best
- Feel safe and secure
- Be happy
- Be well cared for and supported
- Be challenged and make good progress
- Be prepared for a bright future
- Make a valued contribution
- Enjoy a well ordered and stimulating learning environment

Our vision is to be:

“A centre of excellence, nurturing all learners, whatever their needs or interests, instilling high expectations for all and preparing young people for life and a bright future.”

All staff are required to uphold the ethos and aims of the school through the application of this and all school policies agreed by governors.

## 2. RATIONALE

A Drug is defined by the United Nations Office on Drugs & Crime as “a substance people take to change the ways they feel, think or behave. Drugs refer to all drugs including medicines, volatile substances including New Psychoactive Substances – NPS (also known as ‘legal highs’), aerosols, solvents, alcohol, tobacco, illegal drugs and other controlled substances.” This policy also applies to electronic cigarettes, vaporizers or ‘shisha pens’.

Authorised drugs Medicines or legal drugs are only legitimately in school when they are authorised by the School Medical officer. Medicines are managed via the Matron. Solvents or hazardous chemicals may be legitimately used by school staff and students (i.e. in Science) and when this is the case will be securely stored and managed to prevent inappropriate use or access.

Lealands High School views safeguarding children as paramount and we has as one of its fundamental aims to provide a safe, secure and caring environment for students and staff. Lealands high School condones neither the misuse of drugs, volatile substances and alcohol by members of the school nor the illegal supply of these substances. However, it acknowledges that some of its members will either engage in the use of, or be introduced to, such substances, or know others who are involved. The school is committed to the health and safety of all its members and will take action to safeguard their well-being. The school acknowledges the importance of its pastoral role and in particular the role of the Pastoral/Year Teams in the welfare of young people, and through lessons will promote the Governors’ policy on ‘Drugs and Substance Misuse’ by informing and educating students of the serious consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing that health education is a vital part of the Personal and Social education of every student. To protect the safety and well-being of all students and staff, drugs must not be possessed or bought, sold, or otherwise obtained on school premises or anytime during a school day, including when students are travelling to and from school and on school visits.

Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Whilst we acknowledge that the numbers of young people who use and misuse substances may be rising, it is seen as important to recognise that the larger numbers of young people are choosing not to use or misuse substances. We will continue to support their differing needs.

### **3. BROAD GOALS**

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

- 3.1 to enable young people to make healthy choices by providing accurate information about substances and increasing knowledge, challenging attitudes and developing the ability of young people to refuse to become involved in the misuse of substances;
- 3.2 to increase understanding about the implications and possible consequences of use and misuse;
- 3.3 to encourage an understanding for those experiencing or likely to experience substance use;
- 3.4 to widen understanding about related health and social issues e.g. sex and sexuality, crime, HIV and AIDS; and drug misuse;
- 3.5 to seek to minimise the risks that users and potential users face;
- 3.6 to enable young people to identify sources of appropriate personal support;
- 3.7 to be proactive in identifying students who may be at risk or vulnerable to substance misuse and take appropriate action in relation to the risks.

### **3. APPLICATION**

- 4.1 Our broad goals are fulfilled through aspects of the students' experiences in the taught curriculum, (see Appendix B) the informal curriculum and through opportunities for extra-curricular activities. We deliver the taught curriculum mainly through Tutor Time, Citizenship, PSHE, Science, and RS, but other opportunities to reinforce learning will occur at other times including the structured assemblies programme.
- 4.2 The school actively co-operates with other agencies including SAFE, Community Police, Social Services, LA and Health and Drug Agencies to deliver its commitment to drugs education and to deal with incidents of substance use and misuse. Visitors who support the school will be informed of the values held within this policy.
- 4.3 The school encourages parental involvement and this opportunity is provided by a curriculum evening to parents where we share with parents the philosophy and aims of the drugs and substance misuse policy.
- 4.4 The school offer advice to parents with the help of 'SAFE' drugs and alcohol advice service.

#### **The role of the Headteacher and Governing Body**

- 4.5 The Headteacher takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, LA and appropriate outside agencies. General responsibility for handling the daily implementation of this policy will be given to a Deputy Headteacher. The Headteacher will ensure that all staff dealing with substance misuse issues are adequately supported and trained.
- 4.6 The Headteacher will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidelines from the L.A. Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.
- 4.7 The Governing Body will be involved in substance education and substance related incidents in the same manner as any other matter concerning the direction of the school.

## Staff, Students and Parent Expectations.

4.9 All staff are expected to:

- report all incidents of suspected drug misuse immediately to the Safeguarding Lead (Mr S.Ward) or Senior Pastoral Support Manager (Mrs. S Oliver) or directly to the Headteacher (see Appendix A);
- promote positive attitudes towards healthy lifestyles;
- provide accurate information about substances;
- enable young people to identify sources of appropriate support available to them in and out of school.

All pupils are expected to:

- follow the code of conduct and all school rules;
- alert a member of staff to any drug-related incidents on or around the school site;
- work with substance misuse support agencies if this has been agreed by school and home.

All parents are encouraged to:

- work in partnership with the school to overcome the misuse of drugs;
- support the school's approach to drugs education.

## 5. SCHOOL ACTION AS A RESULT OF SUBSTANCE MISUSE

5.1 A Fixed Term Exclusion will apply to any student who is found:

- Smoking cigarettes, e-cigarettes, vaporizers or shisha pens in school.
- **Anyone in possession of alcohol in school.**

The length of the exclusion will depend on the specific circumstances in any individual case.

5.2 A Fixed Term Exclusion of a minimum of 12 days will apply to any student who is found:

- in possession of illegal drugs or NPS in school. The length of the exclusion will depend on the degree of cooperation provided by the students ;
- under the influence of alcohol, drugs or NPS in school.
- **supplying or intending to supply alcohol** to students in school or anytime during the school day, on the way to or from school or on school trips or residential.

5.3 A Permanent Exclusion will be applied to any student who is found:

- supplying or intending to supply illegal drugs or NPS to students in school or anytime during the school day, on the way to or from school or on school trips or residential;
- taking illegal drugs or NPS in school;

or

- where the incident is a second offence, following a fixed term exclusion for a previous drug related incident.

5.4 For students attending alternative provision and are therefore not attending school, the sanctions detailed in 5.1 – 5.3 may still apply but will be decided on an individual basis depending on the circumstances and the reports received from the staff at the external provisions.

- 5.5 Where there are exceptional circumstances, the Headteacher reserves the right to follow an action different from those detailed above. An example might be where it is found that a student feels forced under duress to do something that they know is against the school rules. These exceptional circumstances would be extremely rare.
- 5.6 The school will offer support for students and parents with regards to referral to agencies providing counselling or drugs education or counselling from their GP. All students involved in drugs or substance misuse will be referred to SAFE, whether they remain in school or not. This includes all drug related incidents, which come to the attention of the school, either because the student has sought advice or otherwise.
- 5.7 Following any incident, all students will be reminded that they are not permitted to bring in any form, any of the following substances onto school premises; any drug, tobacco, alcohol, NPS, any solvent or any form of e-cigarette.

## **6. CONFIDENTIALITY**

Students, may on occasions, may make a disclosure to a member of staff which they may not have shared with parents. If the disclosure relates to 'significant harm' to a child, then it is absolutely necessary for the child to know that the member of staff has to share this information with the Safeguarding Lead (Mr Ward) and Child Protection Officer (Mrs Oliver). Thereafter, a judgement would be made regarding contacting other agencies, such as Social Services, the police, or other relevant body. In most cases parents and carers will be informed by telephone unless it is believed that by doing so it would put the child at risk.

## **7. MONITORING, EVALUATION & REVIEW**

*This policy will be reviewed annually by the Deputy Headteacher*

- 7.1 The policy will be reviewed and evaluated to identify whether or not the aims are being met and the Governors' CASS committee will be responsible for this. The first review should be completed twelve months after the school ratifies the policy.
- 7.2 Guidance for staff and action to be taken in instances involving substance misuse or supply is attached.
- 7.3 **The Headteacher** has overall responsibility for the successful implementation of this policy.



## APPENDIX A

### GUIDANCE FOR STAFF & ACTION TO BE TAKEN IN INSTANCES INVOLVING SUBSTANCE MISUSE OR SUPPLY

- This school opposes the misuse of drugs, including alcohol and tobacco, and will actively work towards educating all members of the school to prevent such misuse.
- Students are not allowed to possess drugs of any kind, except for medical conditions, in which case a school medicine record form completed by the parents is required. The drugs should then be left with matron for safekeeping in the medical room and taken there as required.
- Whenever staff suspect that a student is misusing drugs, the suspicion should be reported to the Safeguarding Lead (Mr Ward) and/or the Child Protection Officer (Mrs Oliver).
- Where an instance of substance misuse, either on or off the premises, is disclosed to a member of staff or discovered by a member of staff, they will inform the Safeguarding Lead, who will decide on appropriate action. This will include the student being excluded from the school for a fixed period of time or permanently. The length of the exclusion will depend on the circumstances of the individual case.
- Where a student admits to using substances, teachers will inform the Safeguarding Lead who will inform the Headteacher and contact parents in order that the school and parents can work together to support the student involved.
- Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed: from either a **PLACE** or a **PERSON**

#### 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 there while you enlist the support of a colleague or student as a witness. Continue with the procedure below.

#### Person

When receiving or retrieving substances from a student, do so, if possible, in the presence of a witness. In the absence of a witness, do not put off receiving substances. If possession is suspected but not definite, the student will not be physically searched. Staff may ask the student to voluntarily empty pockets/bags, but this will be carried out sensitively and in the presence of a witness. If this request is denied, the student will be observed and delivered to a member of the SLT.

The following guidelines should be observed at all times:

- Remove the substance and record the time, place and circumstance when the substance came into your possession.
2. If a student is discovered to have been using drugs the first priority is to establish whether medical help is required; if so, the member of staff should phone matron (315377) or seek support from another member of staff. In extreme cases it may be deemed necessary to dial 999. The member of staff should inform a member of SLT and make a record of the incident as soon as possible.
  2. Do not investigate the nature of the substance, but do record its approximate size and appearance.
  3. Where possible, have the recordings countersigned by a witness.
  4. Take the substance immediately to the Deputy Headteacher who will take it to the Headteacher. Do not keep the substance on your person or in a place of safekeeping; **TO DO SO MAY PLACE YOU AT RISK.**
  5. In the presence of the Headteacher or Deputy Headteacher, yourself and, where possible, the witness, should sign and date the package. An official report should be completed, recording the time, date and circumstances of the findings.
  6. The Headteacher or Deputy Headteacher should arrange for the police to remove the substance from the premises.
  7. In the event of a discovery of any equipment associated with substance use, especially needles and syringes, students should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Headteacher must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.
  8. Any member of the SLT may ask a student to submit to a search, although no physical contact will be made. If a student refuses, he/she will be isolated until a parent/guardian arrives and supervises the search. If the parent/guardian declines to co-operate, the student may be excluded forthwith. Following any exclusion for drugs misuse, the student will be referred to an appropriate external drugs and alcohol service for additional support.
  9. Any student found in possession of an illegal substance must be collected by a parent/carer. The Headteacher will decide on appropriate disciplinary action, which will, in all cases, involve a minimum of a 12 day fixed term exclusion. The school will endeavour to provide access to professional support and advice from Social Services, including early intervention agencies.
  10. Any student found to be supplying or attempting to supply illegal substances to another student will be permanently excluded and the police informed.
  11. A school cannot knowingly allow its premises to be used for the preparation, production or supply of any controlled drug. Where it is suspected that dangerous substances are being sold, supplied or taken on the premises, details regarding those involved, including as much information as possible, will be passed to the police liaison officer.
  12. The school will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents, but in all cases parents will be informed at the earliest opportunity. The school will consider very carefully the implications of any action it may take. It seeks to balance the interests of the student involved, other school members and the local community.
  13. Regarding the welfare of staff, the school will follow the LA Policy on Drug & Alcohol Misuse as part of its Health & Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.
  14. The Headteacher will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidance from the LA Press Officer and legal department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school. Where LA schools are concerned, the LA should be informed as soon as possible. This may be done via the LA Adviser for drugs education, or the school support officer.
  15. There is no legal obligation to inform police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production, possession or supply of any controlled drug, or the preparation or smoking of cannabis or opium.

Where it is suspected that substances are brought onto school premises, details may be passed to the Police. Students may also be subject to external sanctions should a matter be referred to the police.

**External Drugs Penalties**

12. Students may also be subject to external sanctions should a matter be referred to the police. The penalties depend on which drug and the amount they have and whether they are also dealing or producing the drug.
13. Students may be charged with possessing an illegal substance if they are caught with drugs, whether it belongs to them or not.



## **APPENDIX B**

### **CURRICULUM PROVISION FOR DRUGS EDUCATION**

The aims of the Drugs and Substance Misuse Policy will be achieved through the learning experiences of students in the formal and informal curriculum. Drugs education in the school addresses these aims in a planned and coherent fashion.

Drugs education in school is undertaken by staff who are aware of the sensitive nature of their work. All those involved in drugs misuse education will attend relevant courses and produce schemes of work that reflect current knowledge and approach.

It is important that the school's drugs education gives clear and consistent messages about drugs. The vast majority of the formal Drugs Education will be delivered by teachers within the Humanities Department and the Science Department. They will work together to ensure that modules of work complement and supplement each other. Detail of curriculum content is available from the Departments on request.

All staff are expected to act as role models for young people and ensure that information and messages given to students comply with school policy and ethos and the staff Code of Conduct.

Wherever appropriate and relevant, outside agencies such as the Police Liaison Officer, theatre groups and guest speakers are brought in to enhance the curriculum.

Assessment, monitoring and evaluation of drugs education takes place through lesson observation, student evaluation, and the number of drugs related incidents being recorded (see Fixed Term Exclusion records).

Awareness about drugs misuse is, however, the responsibility and concern of all members of the staff of the school. All should be aware of drug misuse education and how this may relate to their own teaching and their work as a Tutor.

Parents/carers should also be given the opportunity to discuss education about drugs and the school will offer opportunities for parents to meet with adults from drugs education services such as SAFE.