



Drugs Policy

The Axholme Academy

November 2016

Review date: November 2019

The Axholme Academy

Drugs Policy

Key personnel

- Named person on the drugs Policy – Mr J Sellars, Principal
- Persons responsible for writing the Academy's drugs Policy and monitoring delivery of the PSHE programme within the Academy – Mrs B Gwyther
- Chair of Governors – Mrs D Da Costa
- Designated Safeguarding Lead (DSL) – Mr J Sellars

Location and dissemination of policy

The Drugs Policy is located on the Academy website. Hard copies are available to parents/carers on request.

Links with other Academy policies

Our Academy drugs policy links to other policies – namely Behaviour, SEND, Health and Safety, Medicines, Confidentiality, Pastoral support, PSHE, Citizenship, Healthy Academies, Academy visits, Child Protection and Safeguarding.

Links with local and national guidance

- DfE and ACPO drug advice for academies September 2012, non-statutory
- Drugs: Guidance for academies DfE 2004
- Drug, Alcohol and tobacco education: curriculum guidance for Academies at Key Stages 1 – 4 (QCDA, 2003) - used to support planning the PSHE programme
- PSHE non-statutory programme of study, plus those of statutory citizenship and science
- North Lincolnshire Adolescent Lifestyle Survey –61% of 11 to 16 years olds in all secondary academies took part, May 2014
- Managing Medicines in Academies and Early Years Settings', DfE
- Health Act 2006
- Children and Families Act 2014 s95
- Psychoactive Substances Act 2016

Staff with key responsibility for drugs

The designated senior member of staff with overall responsibility for all drug issues within the Academy is the Principal. His responsibility includes the overall management of drug incidents. He will be advised by SLT members and Mrs Gwyther. He will consult and involve all relevant agencies as appropriate.

All staff should to be fully aware of the procedures for managing incidents, including whom they should inform and who has authority regarding issues such as searching Academy property and involving the police.

Purpose of the Policy

The purpose of the Academy drug policy is to:

- Clarify the legal requirements and responsibilities of the Academy
- Reinforce and safeguard the health and safety of students and others who use the Academy
- Promote age appropriate drugs education to all students in order to prevent drugs misuse. It is a statutory requirement for the Academy to promote students wellbeing
- Clarify the Academy's approach to drugs for all members of the Academy and the wider Academy community
- Give guidance on developing, implementing and monitoring the drug education programme
- Enable staff to manage drugs on Academy premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the Academy
- Provide a basis for evaluating the effectiveness of the Academy drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the Academy in contributing to local and national strategies about drug misuse

Extent of the Academy Drugs Policy

This policy applies to all staff, students, parents/carers, governors and partner agencies working within the Academy and outside Academy boundaries.

The limits of the Academy boundaries extend beyond the Academy premises and apply at all times when staff "duty of care" responsibilities apply. This includes:

- journeys made in Academy time
- work experience
- residential and day trips
- journeys to and from the Academy, the Academy day, to include Academy breaks and lunch time, even when off site with parental permission
- those students educated in other provision off site

The Academy is aware that some students may be particularly vulnerable, so staff must be particularly careful of their welfare.

The Academy will not tolerate possession, supply or use of illegal and other unauthorised drugs within the Academy or in any of the above situations.

Definitions and terminology

A drug is any substance other than food, water and oxygen which people take to change the way they feel, think or behave. This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known by students as poppers or liquid gold) - see [Appendix 2](#)
- All over-the-counter and prescription medicines
- New psychoactive substances, 'legal highs' and other unauthorised substances

However, there are instances where other drugs may legitimately be in Academy:

- Medicines – some students may require medicines that have been prescribed for their medical condition during the Academy day (See Medicines Policy)
- Non-prescribed (over the counter) medicines (see Medicines Policy)

N.B. For the purposes of this policy, a **controlled drug** is defined as any drug or therapeutic agent—commonly understood to include narcotics, with a potential for abuse or addiction, which is held under strict governmental control, as delineated by the Comprehensive Drug Abuse Prevention & Control Act passed in 1970. Some controlled medicines may be prescribed by doctors.

Staff Support and Training

Staff delivering PSHE education will receive appropriate training on drugs education. If senior leaders consider there to be a whole Academy need, staff training will be offered to all staff.

The Academy's Stance on Drugs

The possession, use or supply of illegal and other unauthorised drugs within the Academy and outside the Academy boundaries is unacceptable.

When managing drugs and drug-related incidents, the first concern will be for the health and safety of all involved, followed by the pastoral concerns of students. In every case of an incident involving drugs, The Axholme Academy will place the utmost priority on safety, meeting any medical emergencies with first aid and summon appropriate help before addressing further issues.

- The Academy will consider very carefully the implications of any action it may take
- It will seek to balance the interests of the student involved, the other Academy members and the local community
- Factors to be considered will include the age of the student, whether the incident involved one student or a group and whether peer pressure is evident
- The fact that certain behaviour could constitute a violation of the criminal law will not in itself necessarily lead to a more punitive response
- In all cases the Academy will ensure that the student has access to professional support and advice from relevant services and agencies

All staff should be fully aware of the procedures for managing incidents, including whom they should inform and who has authority regarding issues such as searching Academy property and involving the police.

What constitutes a “drug incident”?

Drug incidents may include:

- drugs or associated paraphernalia being found on Academy premises
- a student demonstrating, perhaps through actions or play, an inappropriate level of knowledge for their age
- a student being found in possession of drugs or associated paraphernalia
- a student discovered to be supplying drugs on Academy premises (friends sharing drugs/student being coerced to supply drugs, a group of friends taking it in turn to bring drugs in for their own use)

- a student, parent/carer or staff member appearing to be under the influence of drugs
- a staff member having information that the illegitimate sale or supply of drugs is taking place in the local area
- a student disclosing that they or a family member/friend are misusing drugs

Management of drugs at the Academy and on Academy trips/visits.

The Axholme Academy has adopted the guidance for responding to incidents involving drugs from the DfE and ACPO Drugs advice for Academies (2012). Incidents will always be recorded and stored by the Pastoral Team. This information may only be shared with the following outside the Academy: Police and outside agencies who may be called in to help the student e.g. DELTA

The first priority will always be for the safety of all, dealing with medical emergencies and securing appropriate help. For medical emergencies a named first-aider will be contacted via the main office. The Academy will employ a range of responses, so that the needs of the individual are balanced against those of the wider community. The final outcome will be determined after a full and careful investigation into the exact nature of the incident. Students will be aware of the range of possible responses and the effect those responses may have on them.

Support for students, as appropriate, will be a priority. In such cases careful attention will be given to issues of confidentiality, in line with our child protection policy.

The school nurse will be able to give advice regarding all health-related matters during bi-weekly drop-ins. The police will also be able to give advice. The Academy will normally involve the student's parents/carers, unless this would jeopardise the student's safety.

Procedures for a Search

A full record will be made of **every incident** which should record the place and be signed and dated, who was present and note the outcomes and follow up action. The Principal will keep a copy. If drugs are found, a record will be kept within the Pastoral Team.

The Academy's general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so. Personal belongings, garments, bags and lockers can be searched. But this is only to be by a member of senior staff. Any refusal will either involve contacting parents and /or the police. A member of senior staff will always have an adult witness with them. A search may be for any substance that senior staff believes to be harmful or detrimental to good order and discipline. This would include new psychoactive substances or so called 'legal highs'. If senior staff are unable to identify the legal status of a drug, it should be treated as a controlled drug. If the substance is subsequently found to be a prescribed drug, then the Academy medicines policy will be referred to and parents will be informed.

If a controlled drug is found (to include a suspected new psychoactive substance)

In taking temporary possession and disposing of suspected controlled drugs:

- a second adult witness should ALWAYS be present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find plus the names of the witness present
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;

- drug paraphernalia should be placed in a sturdy, secure container) using gloves, (e.g. Sharps Container).
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require an Academy to divulge to the police the name of the student from whom the drugs were taken but it is advisable to do so. N.B Humberside Police Policy is to not use sniffer dogs on Academy premises unless in very exceptional circumstances.
- record full details of the incident, including the police incident reference number, as well as outcomes and any follow up action
- inform parents/carers, unless this is not in the best interests of the student
- identify any safeguarding concerns and develop a support and disciplinary response (see below)
- if any adult is suspected to be under the influence of drink or drugs / found with drugs on the premises, then a member of SLT should be immediately informed

Student searches/confiscation – as a member of staff

Do

- call for a member of senior staff immediately

Do not

- investigate the substance yourself
- confiscate the drug
- search the student or their bag or locker yourself
- let the suspected student out of your sight, if under the influence/under suspicion, until senior staff arrive and deal with the incident
- retain the substance on your person or in a place of safekeeping for a later time, since to do this could place you at risk legally
- where drug-related paraphernalia, such as needles and syringes, is discovered, do not attempt to handle it
- enter an incident on the student's record until the suspected substance is confirmed by the police as being a controlled substance. If the substance is not a controlled substance, then the entry on the student's record will be determined by the Principal

Where a substance is confirmed as being controlled, it is the responsibility of the Principal to notify the parents/carers concerned, and, if necessary, to consider further action, including notifying the chair of governors

If possible – have a second adult witness with you until senior staff arrives.

Involving parents and dealing with complaints about confiscation and searches

- Academies are not required to inform parents before a search takes place or to seek their consent to search their child
- There is no legal requirement to make or keep a record of a search, but is advisable in order to respond to any future complaint by a student or parent
- The individual student's parents/carers would normally be informed where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so (See Appendix 2)
- Complaints about confiscation or searching should be dealt with through the normal Academy complaints procedure

How the Academy will deal with finding drug paraphernalia and suspected legal and illegal drugs

If drugs/related paraphernalia have been found, a careful investigation will take place to judge the nature and seriousness of each incident, the needs of those involved and the most appropriate response. For example:

- What does the student have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the student's motivation?
- Are the student knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the student's home circumstances?
- Does the student know and understand the Academy policy and Academy rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?
- If supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

Protocol for Academy trips to include day and residential trips

Students will be expected to conform to the Academy's Drug Policy whilst on any Academy trip/visit. If there is a need to confiscate other unauthorised drugs the members of staff on the trip (if there isn't a member of senior staff present on the trip) need to call Academy and inform senior staff. They would then need to search the student in the same way a member of senior staff would on the Academy premises with a second adult witness present and complete an academy Orange Incident Form and hand to senior staff later as soon as possible (See page 4 for senior staff search procedures)

- Alcohol and tobacco - parents/carers to be informed
- Volatile substances – parents/carers to be informed
- Medicines – see medicines policy
- Parents/carers should inform those running the trip of medical requirements and collect and dispose of unused or date expired medicine. Any medicines that need to be taken/administered during a trip will be dealt with according to the medicines policy
- Illegal drugs (procedures as above) Principal to decide

Recording an incident

The Academy will make a full record of every incident. See Appendix 1 for responses to specific legal drugs

Confidentiality

In managing drugs incidences in the Academy, and in drug education lessons, teachers cannot and should not promise total confidentiality. The boundaries of confidentiality will be made clear to students. If a student discloses information which is sensitive, not generally known, and/or which the student asks not to be passed on, the request will normally be honoured. Exceptions to this will be:

- when child protection issues arise; if this is the case, the Designated Safeguarding Lead Mr J Sellars or the Deputy Designated Safeguarding Lead, Mrs Doreen Millward, should be informed
- in order to co-operate with a police investigation
- where there has been agreement to refer the student to an external agency

Every effort will be made to seek the agreement of the student before sharing sensitive information. Where information is to be shared, this will be strictly on a need-to-know basis.

Working with the Police

The Academy is not legally obliged to involve the police regarding illegal drugs, but will work in partnership to the benefit of the Academy and wider community. Any response will balance the needs of the individual with those of the wider Academy community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. If during the source of the investigation, the Academy decides that the police should be involved, the Academy investigation should cease immediately to enable the police to conduct a full, detailed enquiry.

The Academy is able to seek assistance from the local policing team officer who will give guidance on the law, and the identification of substances and guidance whether or not the police should be more actively and formally involved in a given situation. They will not though take a substance away for analysis unless they wish to prosecute.

The police will not expect to be routinely involved in incidents involving legal drugs, but the Academy will inform the police about the inappropriate sale of tobacco, alcohol or volatile substances to students in the local area.

(see above for police involvement in drug disposal)

The Academy has a range of possible responses to incidents

Any response will balance the needs of the individual with those of the wider Academy community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

Possible responses include:

- early intervention and targeted prevention
- referral to a range of agencies for support
- behaviour support plans
- pastoral support programmes
- inter-agency programmes
- fixed-period exclusion
- a managed move
- permanent exclusion

Some responses may serve to enforce and reinforce Academy rules. Any sanctions will always be justifiable in terms of:

- the seriousness of the incident
- the identified need of the student and the wider Academy community
- consistency with published Academy rules, codes and expectations
- consistency with disciplinary action for breaches of other Academy rules (such as theft, violence, bullying)

Use of external partners

We recognise that outside educators can make a valuable contribution to the PSHE programme. They must be familiar with and support relevant aspects of Academy policy and contribute to the programme as negotiated and agreed with the teacher. The teacher will remain present during the session and will be responsible for the content and the delivery within the lesson. A copy of the drugs policy will be made available to the outside educator if appropriate.

Students

The Academy will ensure that students have access to up-to-date information and sources of help. Local and national help, youth and community services and drug/health services will be prominently displayed so that those in need of help and who are reluctant to approach Academy staff can easily access it. Our Drug education programmes will also include details of services and help lines, explain how they work and develop student confidence in using them. See Appendix 1.

Referral and external support for students

In every case of an incident involving drugs, the Academy will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. At this stage, the Academy will be involved. For possible external agencies that may be used. See Appendix 3.

Involvement of parents/carers

The Academy will ensure that parents/carers are:

- made aware of the Academy's approach and rationale for drug education, for example, through the publication of this policy on the academy website
 - given information about their child's drug education and Academy rules in relation to drugs, for example, through the academy newspaper. It is essential that all parent/carers understand how the Academy will respond to drug incidents and allay parental concerns following any serious incidents
 - involved in any incident involving illegal and other unauthorised drugs at the Academy unless this would jeopardise the student's safety
 - encouraged to support their child's learning at home, for example through shared-learning activities
 - able to access information about drugs and local and national sources of help
- See Appendix 3 for help and advice.

The role of governors

As part of their general responsibilities for the strategic direction of the Academy, governors have a key role to play in the development of their Academy's policy on drugs. The issue of drugs policy and education will come under the remit of the named safeguarding governor Karen Wallwork.

Liaison with other local schools/academies

The local drug situation, the content of drug education, the management of incidents, training opportunities and transitions between academies will be routine elements of liaison

between local academies/schools. This is likely to involve Judy Franklin in her role as lead PSHE teacher for the Northern Lincolnshire Education Consortium (NLEC).

Appendices

Appendix 1

Drug Education for all students within a planned age appropriate PSHE (Personal, Social and Health Education) programme, which also responds to local need.

The aim of our drug education programme is to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs, and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. Drug education is a major component of drug prevention. Prevention of drug abuse will help social inclusion and reduce inequalities in health as well as helping emotional wellbeing.

Drug education objectives:

- To increase knowledge, skills, attitudes and understanding of drugs and their effects by providing accurate information
- To improve self-knowledge, particularly in terms of risk taking
- To promote positive attitudes towards healthy lifestyles; to challenge and try to modify these when they may lead to behaviour harmful to health
- To promote a sense of responsibility towards the use of drugs
- To develop social skills such as making informed choices and resisting unhelpful pressures from peers and from advertising. This will include being able to assess, avoid and manage risk
- To enable young people to identify and locate sources of appropriate support
- To widen understanding about related health and social issues such as sexual health and crime as well as the complex moral, social and political issues

The programme will reflect the views and needs of students so that it is age/needs appropriate and demonstrates year on year progression. It will adhere to national and local guidance. It will be delivered within a whole Academy approach through well-planned PSHE. For further information, see the PSHE KS3 and KS4 programme of study stored on the Complementary Studies section of the Axholme Academy website.

The teaching of drug education will:

- Create a safe, secure and supportive learning environment (by use of ground rules)
- Provide opportunities for active learning
- Give up to date, accurate and unbiased information
- Allow for the expression and consideration of a range of attitudes and values
- Offer opportunities for discussion and reflection

Assessment monitoring and evaluation

The PSHE and Citizenship programme is co-ordinated by Mrs B Gwyther who is responsible for:

- Schemes of work
- Ensuring that teaching staff are informed and confident
- Monitoring and review of the programme
- Monitoring the use of drug education resources (stored on the Academy's shared Drive)

For ways the programme delivery is assessed, monitored and evaluated by both teaching staff and students, see the separate PSHE and Citizenship handbook and assessment policies

The elements of drugs education as delivered by the science department will be assessed in accordance with the requirements of the national curriculum.

Appendix 2: Procedures on dealing with legal drugs

General: The Police will not normally need to be involved in incidents involving legal drugs, but the Academy may inform local trading standards or the Police about inappropriate sales of tobacco, alcohol or volatile substances to young people.

a) ALCOHOL

Adults under the influence of alcohol visiting the site will be asked to leave and the matter reported to a member of senior staff immediately. Staff should attempt to maintain a calm

atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer who appears to be drunk. In such instances, senior staff should be called and the Designated safeguarding Lead informed. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of parent's/carer's behaviour.

Where the behaviour of a parent/carer under the influence of drugs/alcohol repeatedly places a child at risk or the parents/carer becomes abusive or violent, senior staff should consider whether to invoke child protection procedures and/or the involvement of police. It is likely that at this point, the pastoral team will be involved.

- Staff and personnel under the influence of alcohol are in breach of contract. They will be sent home immediately. The Principal will follow academy disciplinary procedures in this respect. The Academy will however support staff that have a problem and will help them to find appropriate guidance and support.
- Students under the influence of alcohol: the Principal will be informed. Their parents /carers will be notified (unless this is not in the best interests of the child). If it is not possible for the parent /carer to collect them, the student will then be isolated. If alcohol is taken off the student, it should be securely locked away until disposed of.
- Sometimes it may be appropriate for staff to keep alcohol temporarily on the Academy premises. If so, this should be kept safely in the staff room or elsewhere away from students, under lock and key.

b) TOBACCO

The minimum age for smoking is 18 and Academies are subject to the same smoke free legislation as other premises. The Axholme Academy is a smoke free site and provides information and support for smokers to quit e.g. smoking cessation provided on the Academy site. Staff and other visitors to the site must follow this guidance.

Procedures for dealing with a student found smoking or in possession of cigarettes:
The tobacco should be removed from the child and disposed of safely.
The Academy will deal appropriately with the incident, using the Academy's Behaviour Policy. Parents will be informed. This may eventually lead to the student attending on site smoking cessation counselling.

E cigarettes

As an Academy, we treat use of e cigarettes in the same way as cigarettes. This reflects the policy of North Lincolnshire Council (see below). Students, staff and members of the wider community are made aware of this policy.

North Lincolnshire Council's policy was updated in December 2013.

"..use of E-cigarettes is prohibited in all council buildings and vehicles as per standard cigarettes. The rationale is that at present they are unregulated, might irritate other employees and might cause confusion about the allowed use of actual cigarettes.

c) SOLVENT (VOLATILE SUBSTANCE) ABUSE (this also includes a student found in possession of Alkyl Nitrate (poppers/liquid gold)

The child should be:

- Removed from the company of other students and parents/carers informed (unless this isn't in the best interests of the child) and asked to collect their child. If this isn't possible, the child will be isolated
- The Principal will be informed (call senior staff as above)
- Medical assistance sought if required
- A sample of the solvent sent to hospital (if this is possible) with the student **if** the student needs hospital treatment
- Apparatus confiscated and securely locked away until disposed of
- If possible, the child involved should be offered counselling as well as having to follow the Academy's behaviour policy

d) PSYCHOACTIVES SUBSTANCES (SO CALLED "LEGAL" HIGHS)

Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to have avoided being classified as illegal substances under the Misuse of Drugs Act. Despite often being labelled as "legal" these substances have not been tested and are often unsafe. These substances are now classed as illegal. If there is uncertainty about what the substance is, it should be treated by Academy as a **controlled drug** (see definition on Page 3).

Appendix 3 Helplines/ Places of Help

Sites **for student** use:

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 77 66 00

Email: frank@talktofrank.com Website: www.talktofrank.com

The Site

A useful website for all areas that may concern teens, but with a very useful section on drugs and alcohol (Can be linked to Facebook)

<http://www.thesite.org/drinkanddrugs>

Help and advice on smoking/effects /costs of smoking

<http://smokefree.nhs.uk/?&qclid=CPjl0b6t9a8CFUdltAod1nXyDA>

Helpline: England

Smokefree: 0800 022 4 332

A Smoking cessation programme is offered to students on site which is delivered by the Choices Team on a weekly basis.

Useful Organisations for information / help about drugs

Local

N.B telephoning is recommended before going to Delta. In some cases, a GP / health professional referral may be needed. The Academy can refer if necessary (usually via Mrs D Millward).

DELTA

The Grove, 74 Oswald Road, Scunthorpe, DN15 7PG

Tel: 01724 298528 or 01724 298531. Ask for Stewart Sutton and if he isn't there, another member of staff will take a message.

DELTA provides outreach services for children and young people aged up to 19 affected by their own or their parent's alcohol use. It offers telephone support, home visits and individual counselling as well as advice and information on alcohol and related issues.

CHOICES clinics offer young people aged 11 to 25 information, advice and support on any health topic, including drug, tobacco and alcohol use. They will also discuss issues if a young person is concerned about members of their family who may use drugs. A Choices drop in session is offered in-school during lunchtime on a bi-weekly basis.

National

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

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimize 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)

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

Smokefree - NHS Smoking Helpline: 0800 169 0 169 / 0800 022 4 332

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.

www.starsnationalinitiative.org.uk

For parents/carers

Some above will be helpful. 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. Parents can use the service if concerned about their child

Tel: 020 7739 8494. Email admin@mentoruk.org

Website: www.mentoruk.org.uk

Also look at the FRANK website for information about drugs

www.talktofrank.com

What to do if...	Immediate Action	Legalities	Inform
Drugs or Drug-taking gear is discovered on the premises (to include legal highs).	<ul style="list-style-type: none"> -Call Senior leaders (SLT) -Take it to Principal/SLT a.s.a.p. along with an adult witness -Lock it away if immediate action can't be taken. 	<ul style="list-style-type: none"> -Staff should NOT search a student, SLT will conduct or sanction a search -It is illegal to knowingly allow the premises to be used for the production/ dealing /consumption of some substances. 	<ul style="list-style-type: none"> -Principal to decide what to do.
A student is found in possession of drugs (to include legal highs).	<ul style="list-style-type: none"> -Isolate the student (with a <u>colleague</u> present) Refer to SLT immediately -Call for medical attention if necessary 	<ul style="list-style-type: none"> -Academies have Loco Parentis responsibilities. -Only SLT to investigate if drugs are in a child's possession -Staff should never physically search a student 	<ul style="list-style-type: none"> -Principal to decide what to do, but safety of student will always be paramount initially. -Staff should never physically search a student -Refer immediately to SLT
A member of staff suspects that a student is under the influence of drugs.	<ul style="list-style-type: none"> -If it is a strong suspicion and you are teaching, call SLT and inform them -Isolate the student if possible, yet keep them with you or another adult until SLT arrive-try to have a second adult present -If a general suspicion, talk to DSL (J Sellars) but write down your suspicions on an Orange Incident Form. Hand this to SLT or DSL/DDSL 	<ul style="list-style-type: none"> -In Loco Parentis responsibility applies. -Follow Child Protection Guidelines. 	<ul style="list-style-type: none"> -Principal/SLT who would isolate the student from their peers and then decide what action to take.
A student discloses that a relative is misusing/selling drugs.	<ul style="list-style-type: none"> -Dated Orange Form to the DSL/DDSL or other SLT member if not available. 	<ul style="list-style-type: none"> -Follow Child Protection Guidelines At this stage only SLT/DSL should be involved. 	<ul style="list-style-type: none"> DSL/DDSL to take appropriate action.
A student discloses that they are using drugs/solvents (but not under the influence at that time).	<ul style="list-style-type: none"> -Inform student that the disclosed information will be passed on to an appropriate member of staff. -Tell DSL/DDSL/SLT if not available a.s.a.p. -Complete an Orange incident Form 	<ul style="list-style-type: none"> -Follow Child Protection Guidelines. -Loco Parentis responsibilities. 	<ul style="list-style-type: none"> -Principal has final say about what will happen. -DSL to engage relevant pastoral support staff both in and out of Academy
A parent/carer comes to you as a teacher for advice about their child	<ul style="list-style-type: none"> -Pass them to Pastoral Team for helpline numbers. -Write a dated account of the conversation <u>-Do not keep the conversation to yourself (make this clear).</u> 	<ul style="list-style-type: none"> DSL/DDSL/SLT will follow the information through. You may or may not be further informed 	<ul style="list-style-type: none"> -Our policy says there is an obligation to tell DSL/DDSL

who may be using drugs.			
Illegal drugs (to include legal highs) are found on a student on a Academy trip-no SLT there	<p>First action – call for 1st Aid if required Call SLT who will advise you what to do Keep a written and dated statement yourself and always have a second adult witness present who should also make a statement. Complete an Orange Incident Form and give to a SLT member as soon as possible.</p>	<p>You may need to search the student's possessions / outer garments etc. if SLT advise and you feel the need/feel you can, BUT always have a second adult there You may be advised to call the local Police If you can't get hold of SLT (e.g. night), then lock the substance away until you can (with an adult witness)</p>	<p>SLT who will then take all further action and advise you</p>

