



Biddick Academy

<i>Name of Policy</i>	Drugs
<i>Aims of Policy</i>	<ul style="list-style-type: none">• To support the Academy's aim to maintain the safety and well-being of all students, staff and visitors• To clarify legal responsibilities, entitlements and obligations• To support all the members of the Academy community by providing clear guidance and procedures on drug related issues• To develop a whole Academy approach to drug education in the context of the academic and expansive curriculum
<i>Date Valid</i>	July 2023 – July 2024
<i>Date of Approval</i>	June 2023 – Headteacher June 2023 Trustee Board
<i>Next Review and Approval Date</i>	June 2024
<i>Responsibility for Review</i>	Deputy Headteacher

Contents	Page
PART 1: Introduction	3
PART 2: Responsibilities	4
2.1. Trustees	4
2.2 Head teacher and Deputy Head teachers	4
2.3 Staff	4
2.4 Parents / Carers	4
PART 3: Confidentiality and Safeguarding	4
PART 4: Drug Education	5
4.1. Aims	5
4.2 Teaching Programme, Strategies and resources	5
PART 5: Dealing With Drug Incidents	5-8
5.1. Unauthorised Substances	6
5.2 What to do in the event of finding a drug / unauthorised substance or suspected illegal substance	6
5.3 to do in the event of finding or suspecting a student is in possession of a drug	6
5.4 Procedures for dealing with a student suspected to be under the influence of a drug or substance	7
5.5 Procedures for dealing with a parent / carer suspected to be under the influence of a drug or substance	7
5.6 When to contact the Police	7
5.7 Discipline	8
PART 6: Managing Medicines on Academy Premises	9-13
6.1 Aims	9
6.2 Managing Medicines on Academy Premises	9
6.3 Record Keeping	9

1.0 Introduction

The Academy's ethos 'inspiring learning, unlocking potential, achieving success' is the reflection of an uncompromising belief that every child will be equally able to secure outstanding educational outcomes and reach their full potential in a positive learning community which supports and values their achievements.

At Biddick Academy we want everyone to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride
- Adhere to The Biddick Way

All staff believe that our Academy should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual student.

This policy set out the Academy's approach to drug education and how we will respond to drug related incidents within the responsibilities of the Academy.

For the purpose of this policy the following definition of a drug will apply:

"a substance people take to change the way they feel, think or behave."

This broad definition allows for the inclusion of all illegal drugs (including 'legal highs'), medication legal drugs, volatile substances and all over the counter and prescription medicines in the Academy.

This policy also covers tobacco and e-cigarettes and any paraphernalia such as lighters and matches.

Alcohol is not permitted at any time on the school site or during school visits except on special occasions at the discretion of the Head teacher or when staff are not acting in loco-parentis.

There may be exceptions for staff at the discretion of the Headteacher.

This policy has been written in conjunction with the DfE and ACPO drug advice for schools – September 2012.

2.0 Responsibilities

2.1 Trustees

As part of their general responsibilities for the management of the school, the Trustees have agreed this policy. They will continue their involvement through regular evaluation of it. The named lead trustee with responsibility for this policy is the Chair of Trustee Board.

2.2 Headteacher / Senior Deputy Headteacher / Deputy Headteachers

The Headteacher has overall responsibility for providing a safe place of work for all staff and students and as such takes responsibility for this policy and its implementation.

Students who are suspected of being at risk from drugs, and in particular truanting students will be supported and monitored by the Pastoral and Support 21 teams, with assistance from relevant agencies such as YDAP, Child Protection Officers, and police if required.

The Headteacher and / or Senior Deputy Headteacher and Deputy Headteachers are the first point of contact for advice and support in dealing with a drug-related incident.

2.3 Staff

Staff will follow the guidelines in this policy in relation to students, themselves and visitors.

2.4 Parents and Carers

Parents and carers are encouraged to support the Academy's drug education programme. They are responsible for ensuring that guidelines relating to medication in school are followed.

Parents/carers have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents/carers, and therefore, it will be handled with care and consideration.

The Head teacher will consider if there are any special circumstances, which may temper this right. Together for Children may be contacted in the first instance and advice sought.

3.0 Confidentiality and Safeguarding

If a student discloses information relating to misuse of drugs then absolute confidentiality cannot be guaranteed and disclosure by students of information relating to misuse of drugs will be reported through the Academy's safeguarding procedures.

If rumours of drug misuse are disclosed then the Deputy Head teacher (Pastoral) (Designated Safeguarding Lead) should be informed and they will assess the information and decide whether further action is to be taken to ensure the safety and well being of all students.

4.0 Drug Education

4.0 Aims

The main aims of our drug education programme, taught within the Personal Development curriculum are to:

- Enable students to develop confidence and self-esteem
- Raise students' awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential
- Encourage a healthy respect for all substances taken into the body
- Enable students to explore their own and other's feelings, views, attitudes, and values

towards drugs and drug-related issues.

4.1 Teaching Programme, Strategies and Resources

Drug Education is delivered through the Personal Development curriculum by specialist teachers in whole class or group situations using a broad variety of teaching and learning strategies. It is also taught via the Science National Curriculum.

Drug Education will be assessed in a number of ways including: -

- Student self assessment and the opportunity for reflection
- Discussion and peer group reflection
- Teacher assessment of student attainment by observation and review of student written work

Visiting facilitators can enhance the delivery of drugs education and some students do respond better if they perceive the deliverer to be an 'expert' rather than their 'normal' teacher. However, visitors will only be used in the programme if they can offer an expertise, approach or student response which cannot be achieved by the teachers. Where visitors and outside agencies are involved, their contribution must have been planned as part of an overall programme of Drug Education. Their contribution should complement the teaching already taking place in the school.

5.0 Dealing with drug related incidents

The Academy does not condone the use of drugs but will endeavour to support any student with a drug problem in line with its pastoral responsibilities.

Parents / carers have the right to be informed of any drug-related incident that affects their child. An exception to this is when the student is deemed 'at risk' and Together for Children have been contacted.

Staff should be aware that if they a) fail to take action in a drug-related incident or b) allow drug use to continue on school premises, they could contravene the Misuse of Drugs Act 1971. It should be noted that if the preservation of a confidence a) enables criminal offences to be committed, or b) results in serious harm to the student's health and welfare, criminal proceedings could ensue.

Following any incident the pastoral teams should record the incident on CPOMS to ensure actions are recorded.

5.1 Unauthorised Substances

No drugs are to be brought onto the Academy premises unless authorised by the Head teacher, or through the agreed protocol for the use of medicines on the school premises.

Students found in contravention of this section of the school policy, on school premises, will be dealt with in the following way:

- Parents / carers will be contacted by the Pastoral Teams. Parents and Carers support will be sought in stressing to the student how the use of unauthorised substances on the Academy premises is a serious breach of school rules
- If it can not be ascertained if a student has taken a substance then parents and carers will be asked to seek medical attention for their child
- A suitable sanction will be considered. The severity of the sanction will depend upon various factors such as the type and classification of the drug, age of the student, the circumstances of the incident, whether it is a student's first offence and whether it affected other students
- The substance and associated paraphernalia such as matches or lighters found in a student's possession in school will be confiscated and destroyed.

5.2 What to do in the event of finding a drug / unauthorised substance or suspected illegal substance

In taking temporary possession and disposing of suspected controlled drugs the guidelines below are to be followed:

- 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 secure location, such as the safe in the student office;
- Inform the Deputy Headteacher (Pastoral) or Senior Deputy Headteacher

The Senior Deputy Headteacher or the Deputy Headteacher (Pastoral) will;

- 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 a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so;
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the pupil;
- identify any safeguarding concerns and develop a support and disciplinary response which could include permanent exclusion

In the event of discovering a hypodermic needle the incident should be recorded and the following procedure should be followed in order to protect all persons:

EXTREME CARE SHOULD BE TAKEN

1. Do **NOT** attempt to pick up the needle.
2. Cover the needle with a bucket or other container.
3. If possible, cordon off the area to make it safe.
4. Send another member of staff or responsible student to the site manager and ask them to attend with above items.
5. Inform the Deputy Head teacher (Pastoral) or senior member of staff who will contact Environmental Health.

If it is considered impractical to leave the needle where it is found, a trained member of staff, using the appropriate personal protective equipment, may remove the needle from the area.

5.3 What to do in the event of finding or suspecting a student is in possession of a drug

- Staff member calls for the Deputy Head teacher (Pastoral) or other member of the Senior Leadership Team through on call system
- The Deputy Head teacher and a member of the Senior Leadership Team or Pastoral Team will search the student if required
- Having taken possession of the substance / paraphernalia, the procedure should be followed as above.
- Students should be placed in isolation and observed until the matter has been investigated.
- Parents should be contacted as quickly as possible.

5.4 Procedures for dealing with a student suspected to be under the influence of a drug or substance

- Staff member calls for the Deputy Head teacher (Pastoral) or other member of the Senior Leadership Team through on call system
- The student will be placed in a quiet area
- The student will not be left unsupervised and medical advice will be sought through first aiders, NHS, paramedics etc if required
- If the student is drowsy or unconscious, then they will be placed in the recovery position

- The member of the Senior Leadership Team / pastoral team will attempt to establish what substances have been taken
- Any suspect substances will travel with the student
- Parents / carers will be informed as soon as practicable and asked to come to the Academy immediately to either travel with the student or to take the student and seek medical advice

5.5 Procedures for dealing with parents / carers under the influence of drugs on the school premises

Staff will attempt to maintain a calm atmosphere.

If staff have concern regarding the parent / carers ability to care for the student then attempts will be made to discuss alternative arrangements with the parent / carer, for example requesting another family member escort the student home.

The focus of the staff members will always be the maintenance of the student's welfare, as opposed to the moderation of the parent's / carer's behaviour.

Where the behaviour of the parent / carer immediately places the student at risk of significant harm or repeated behaviour places the student at risk or the parent / carer becomes abusive or violent, staff will invoke child protection procedures and / or the involvement of the police.

5.6 When to contact the police

There is no legal obligation for the Academy to contact the police when a drug incident or offence has been discovered. Contacting the police is at the Headteacher's discretion. The Senior Deputy Headteacher or Deputy Headteacher (Pastoral) will liaise with the police and agree a shared approach to dealing with drug-related incidents.

The police will not normally need to be involved in incidents involving legal drugs, but The Senior Deputy Headteacher or Deputy Headteacher (Pastoral) will liaise with Community Police for intelligence purposes.

In the event of a drug-related incident in the Academy, we will cooperate with the police should they wish to search Academy premises.

In the event of a serious incident the police may request to interview student(s). Parent(s) / carer(s) must be notified. They may refuse to give consent or prefer the interview to take place in their own home, in which case the police will make arrangements. Parents/carers may give authority to a responsible adult, e.g. a teacher to be present during the interview.

5.7 Discipline

In normal circumstances parents / carers will be contacted. If the Headteacher assesses that the situation is a child protection issue, then Together for Children will be contacted in the first instance.

This Academy does not condone drug misuse. In deciding an appropriate sanction, we will consider the interests of the student balanced against the best interests of the whole Academy community. The severity of the sanction will depend upon various factors such as the type and classification of the drug, age of the student, the circumstances of the incident, whether it is a student's first offence and whether it affected other students.

A range of responses which may be considered include:

- A targeted pastoral support programme
- Referral to an appropriate agency
- Home-School contract
- Behaviour support plans
- A managed move
- Internal exclusion
- Fixed term exclusion
- Permanent exclusion

If a student has brought illegal substances into the Academy, then the likely response will be a permanent exclusion as this is a serious breach of the Academy behaviour policy and is to the detriment of the health and safety of other students in the community.

6.0 Managing Medicines on Academy Premises

See Supporting Students with Medical conditions policy