



Substance Misuse Policy

Engage MAT

Date of ratification: July 2017.....

Date of review: July2018



Substance Misuse Policy

1. Policy Statement

The Engage Trust will not tolerate the misuse of drugs within its schools and grounds and by pupils representing the schools out of school hours or on any school organised trips or visits. This applies also to any adult who may come onto the school sites and may be intoxicated and/or in possession of drugs. Our schools are no-smoking areas and we request that all adults refrain from smoking on or around the premises. (Please see Smoke Free Premises Policy).

While we recognise that some of our pupils and staff may need medication (prescribed and 'over the counter), appropriate arrangements are made to enable the safe administration of these.

The Substance Misuse Policy is part of our overall approach to health and well-being. Through our PSHE curriculum and through our schools' ethos, we aim to ensure that pupils recognise the importance of understanding how to keep themselves safe. Self-respect and a healthy lifestyle are part of the approach to enable our pupils to make the right choices for themselves and their families, now and in the future.

The Engage Trust challenges inappropriate drug use by pupils in all of its schools. Any pupil found to have been distributing drugs, whether or not in return for payment, may be excluded from school and the police contacted. Wherever possible, the schools will seek advice, support and counselling for the pupil and the parent/carers/carers/carers involved.

Definition of "Drugs" for the benefit of this policy:

The term "drugs" refers to:

- All illegal drugs.
- All legal drugs, including alcohol, tobacco, "legal highs" and volatile substances.
- All 'over the counter' and prescription medicines.

2. Aims of the Policy

The Engage Trust believes that as part of its duty of care and welfare to its pupils, it is committed to:

- Increasing pupils' knowledge and understanding and to clarify their misconceptions about drugs through PHSE, the British values curriculum, Science and other curriculum areas where the topic arises.
- Developing pupils' personal and social skills to enable them to make informed decisions and keep themselves safe and healthy.
- Providing opportunities for pupils to explore their own and other people's attitude towards drugs, drug use and drug users.

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- Ensuring the safety of staff and pupils when on school sites or when on any school trip or visit, residential or otherwise.

3. Context

Drug education is provided through PSHE, British Values, and visits from outside agencies, Science and other related curriculum areas as part of a pupil's preparation for adult life.

- It should aim to involve parent/carers and encourage them to take an interest.
- It should be delivered in the context of the school as part of the community.
- It should take into account the age, sex, ethnic, cultural, and/or social background of the pupils at whom it is targeted.
- It should provide factual and accurate information backed up with consistent advice.
- It should aim to teach pupils, the necessary personal and social skills.

4. Management of Drugs Related Incidents on School Premises

The Engage Trust believes that as part of its duty of care and welfare to its pupils, it will:

- Try to maintain a health promoting, drug-free environment.
- Try to minimise the effects of drugs and alcohol on pupils' learning.
- Act on suspected drug or alcohol use.
- Provide a co-ordinated and consistent response to any drug or alcohol related incident.
- Use suitable sanctions where appropriate.
- Provide support to pupils with issues around drug use.

5. Drug Related Incidents may involve:

- Possession of known/unknown substance(s).
- Suspected/evidence of supplying substance(s).
- Use of drugs at school.
- Use of a drug outside of school that is affecting learning/progress.
- Discovery and/or retrieval of drugs in a place on the school premises.
- Suspicion of drug abuse (where information may have come from other pupils, parent/carers, the police or other sources)
- Self-referral by pupil.

Each case must be reported and investigated in accordance with the Trust practices and procedures.

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6. Drugs on School Premises

Drug use on school premises is not acceptable. An exception to this would be the approved administering of prescribed medication. In such cases, parent/carers MUST ensure that they have signed the appropriate permission slips.

Incidents would include:

- Smoking on or around the school premises either during the school day or during evening/weekend events.
- Alcohol on the school site during the school day.
- Alcohol consumed by adults on the premises at a time other than may be authorised by the Governors and/or Head teacher in conjunction with an approved and/or appropriately licensed event.
- Adults or pupils on the school premises who are evidently under the influence of alcohol or substances, which impair their judgement.
- Adults or pupils who are in known possession of alcohol or illegal substances around the school premises.

Where school staff suspect any one of the incidents may have occurred they should inform a member of the leadership team who will make a judgement as to whether they should:

- Approach the individual.
- Call the police.
- Arrange to isolate the individual to ensure the safety of all other pupils on the school site.
- Confiscate any illegal drugs in the presence of another adult. The police should then be notified. The drugs should be sealed in a plastic bag with the date and time they were found or confiscated recorded on the bag. The drugs should be kept in the locked safeguarding cabinet until they can be collected and disposed of by the police.

NB – The person seizing the substances should wear rubber gloves and should wash their hands thoroughly after the incident.

7. Alcohol and Tobacco use or Possession by Pupils:

- Prohibited items will be confiscated in accordance with the school's confiscation policy. Parent/carers will be informed and given the opportunity to collect the alcohol or tobacco. Where requested by parent/carers, the items will be safely disposed of or destroyed.

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- **All drug related incidents should be referred immediately to an XLT / Designated Safeguarding Lead and the incident should be recorded on the Record of concern.**

. The following consequences may result:

- Exclusion of the pupil.
- Where possible, the confiscation of the substance.
- Contact with parent/carers.
- A meeting with the pupil, parent/carer, XLT/ Designated Safeguarding Lead and Social care representative, where relevant

The meeting should provide an opportunity to:

- a) Share information of pupil's involvement with drugs.
- b) Hear the pupil's view.
- c) Agree a detailed support, monitoring and review plan involving the school, parent/carer and any outside agencies.

8. Drugs on School Visits and Trips

Where drugs or drug related paraphernalia are discovered on a school trip, procedures will generally follow those for drugs found on school premises.

Additionally, the trip leader will discuss this with the XLT/ Designated Safeguarding Lead and EVC. The school reserve the right to require a parent/carer to collect the pupil immediately or as soon after as practicably possible.

In the event of:

- Suspicion of a pupil under the influence of drugs/alcohol/solvents
- Pupil in possession of drugs/alcohol/solvents
- Pupil discloses that they are misusing drugs/alcohol/solvents
- Pupil discloses that parent/carers or friends are misusing or selling drugs/alcohol/solvents
- School becomes aware of the availability of drugs/alcohol/solvents in the school vicinity
- Pupil asks for advice on illegal drug misuse
- Teachers should contact the XLT/ Designated Safeguarding Lead who must follow the appropriate Local Authority Policy Guidance. All disclosures and other incidents should be fully documented and passed to the relevant XLT/ Designated Safeguarding Lead as soon as possible. Staff must ensure that on no account should they promise confidentiality.

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9. Emergency Procedures – Advice to Staff

In the event of a pupil appearing to suffer from drugs/alcohol/solvent misuse, then staff should follow these procedures:

- Do not panic!
- Inform XLT/ member of Leadership team and First Aider.
- If the pupil is semi-conscious or in a coma, ensure they are lying in the recovery position. **Call 999 immediately.**
- If the pupil is hyperactive, find a calm area where they can sit with someone to reassure them.
- Keep any containers or pills that are at the scene to show the Doctor or Paramedic.
- Ask friends or peers, if present, if they know what and how much the pupil may have taken.

NB: Stay with the pupil until assistance arrives.

10. Confidentiality and Advice:

Pupils should be made aware that information cannot be confidential i.e. where the pupil is involved in the misuse of drugs. However, they should be offered sensitive and appropriate support.

11. Assessing the Success of this Policy:

On an annual basis, the Leadership Team will review the provision offered within school and review incidents that have been documented through the year. Recommendations will be made where relevant to the appropriate Trust committee.

The Engage Trust has reviewed this policy for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics

Gender

Disability

Sexual Orientation

Ethnicity

The Engage Trust has not identified any issues in relation to these protected characteristics and has carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user, and have been unable to identify any impact that would require mitigation

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12. Other Related Documents which should be referred to:

Drugs – Guidance for Schools (DCSF) Local Authority Guidelines
PSHE Policy
Healthy Schools information

13. Useful Contacts:

Drugscope – the UK’s leading independent centre of expertise on drugs, aims to inform policy development and reduce drug-related risk.

www.drugscope.org.uk

www.drugeducation.org.uk

www.nc.uk.net www.drugs.gov.uk www.wrecked.co.uk www.talktofrank.com

Signed

Date