

## POLICY STATEMENT

### Drugs Policy

#### THE MANAGEMENT OF DRUG-RELATED INCIDENTS

##### AIMS

Through our policy and practice we aim to:

- reduce the number of drug-related incidents in the Academy;
- deal in a consistent way with all types of drug-related incident;
- keep full and relevant records of drug-related incidents.

##### DEFINITION

For the purpose of this policy, the word 'drug' refers to any mood-altering substance, i.e. all legal drugs including: tobacco, alcohol, volatile (sniffable) substances, anabolic steroids, alkyl nitrites ('poppers'), over-the-counter and prescription medicines, and all illegal and 'recreational' drugs.

##### SCOPE

Wymondham High's policy and practice apply to:

- All legal and illegal drugs and medicines;
- All students, staff and visitors to the Academy;
- The Academy buildings and grounds;
- Students' journeys between home and the Academy (when students are in Academy uniform);
- Educational visits, residential courses and extra-curricular activities for students.

The possession, use or supply of any drug will be regarded as a breach of Academy rules and the appropriate disciplinary procedure initiated, with the exception of the:

- use of medicines by students with parental notification and knowledge of designated First Aiders.
- appropriate use of medicines by staff
- smoking of tobacco by staff on journeys between home and school
- responsible consumption of alcohol by staff and visitors during social occasions on the premises or on school trips.

Wymondham High is a 365 day, 24 hour no smoking site and the smoking of tobacco or e-cigarettes by students, staff and visitors is not allowed in the Academy buildings or grounds.

There are no circumstances in which it is either appropriate or acceptable for staff or visitors to use tobacco or illegal drugs in the presence of students.

##### POLICE

The Academy will approach the Police Liaison Officers (Wymondham Police) to seek:

- advice about drug incidents where internal investigations raise issues that need clarification;
- support for individual students when the need arises;
- help in identifying unknown substances that may be drugs.

Any information about illegal drugs or the illicit sale of legal drugs outside the scope of the Academy policy will be passed on to the police. This includes the sale of tobacco, solvents, and alcohol to under age people and the use, possession or supply of medicines or illegal drugs.

## PROCEDURES

1. Medical emergencies will be dealt with in line with the procedures outlined in “Drug situations – medical emergencies” (SCODA – Standing Council on Drug Abuse UK 1999). (Appendix 2)

In an emergency, medical help should be sought by sending a trusted student to reception where emergency services will be called, a member of staff with the First Aid at Work qualification will be found and sent and a Senior Leadership Team member will be informed.

Parents will be informed immediately.

A copy of “Drug situations – medical emergencies” (Appendix 2) and a list of the First Aiders in school will be added to the staff handbook section 3 First Aid.

2. Situations involving drugs will be managed in line with the guidance supplied on “Situations involving drugs without medical authority” (SCODA 1999) (Appendix 3). All staff will be given the document and made aware of the courses of action available.

Further guidance:

- When drugs or information regarding drug-related situations come to the attention of a teacher, he/she must inform a member of the SLT immediately;
- The SLT member will then guide further investigations/assessment;
- Written or verbal statements must be obtained from witnesses, as they are identified as quickly as possible after the incident;
- Parents will usually be informed immediately when a student is involved in known or suspected cases of drug use or supply. If a decision is taken not to inform parents the reason will be clearly recorded, this is likely to be because of a child protection issue;
- The senior member of staff responsible for student welfare must be informed at an early stage;
- The matter will be fully investigated by the Academy staff pending recommendations to governors.

These guidelines will be added to the staff handbook.

3. Our highest priority must always be for the safety of the young people in our care. Where there is knowledge or suspicion that a student is in possession of drugs but he/she does not admit to possession it may be necessary to search for evidence; some or all of the following steps should be taken:

- Stay with the student and observe closely
- Send for a member of the SLT or the most senior member of staff available
- Accompany the student to a quiet room – walk behind him/her and observe carefully so that evidence cannot be thrown away
- In the presence of another adult, ask the student if you can search his/her belongings and pockets
- If permission is given, search bags, take the blazer from the student and search the pockets and ask for trouser pockets to be turned out
- If permission is not given the parents should be brought in to help persuade the student to co-operate. If these circumstances arise on a trip away from home, search the student’s belongings anyway, inform the parents before doing so if possible, as soon as possible after if necessary.
- If there is continued resistance by the student or refusal on the part of parents to co-operate, inform the police and ask for their help and advice. Warn the people concerned that this will be your next step.

4. Drugs found on the premises or confiscated from a student will be passed to the police at the earliest opportunity. The following procedures must be adhered to:

- the transfer of drugs from student to adult must be witnessed by at least one other adult;
- the drug must be handed to a member of the SLT immediately;
- the type of drug, if known and the date and time of its transfer to an adult must be recorded along with the name of the witness;
- if a drug is kept as evidence for parents or police or for identification it must be locked in a box in the school safe and the act witnessed by at least one other adult;
- disposal of samples kept as evidence should be carried out as soon as the evidence is no longer required.

5. A "Record of drug-related situation" form (SCODA 1999) (Appendix 4) must be completed for any incident involving drugs. Each member of staff will be issued with a form and further copies are available from the drug co-ordinator or from reception.

Completed forms, with attached witness statements, will be filed centrally along with case notes that follow a drug-related incident should be passed to the drug co-ordinator for storage centrally.

The Academy will develop a system of flagging up drug-related incidents on the pastoral database.

## CONFIDENTIALITY

'Confidential information' means information which is not trivial, and not in the public domain. A student may reveal confidential information about drug-related incidents to an adult in school. Although there is no statutory duty to pass on confidential information about the use or possession of drugs (e.g. to parents or social services), there may be a professional duty to pass information on where significant harm might otherwise result. Teachers must never promise secrecy when it is not appropriate and they must make the boundaries of confidentiality clear before the student is encouraged to disclose information.

## SANCTIONS AND SUPPORT

We need to ensure consistency in the way we deal with incidents, although there will always be scope for flexibility in dealing with individual situations where special circumstances present themselves. That said, the Governors take any drug related incident very seriously and regard the Health and Safety of students as a matter of the highest concern. The following sanctions, where appropriate, will be imposed without exception.

## SANCTIONS

\*See Scope

## DRUGS

### 1. Taking drugs or being 'under the influence' of drugs

Each case will be treated individually and a fixed-term exclusion issued in the first instance. However, it is **highly likely** that a permanent exclusion will be imposed by the Principal following a full investigation and subject to a full Governors' Pupil Disciplinary Hearing.

### 2. Possession of drugs

Each case will be treated individually and a fixed-term exclusion issued in the first instance. However, it is **highly likely** that a permanent exclusion will be imposed by the Principal following a full investigation and subject to a full Governors' Pupil Disciplinary Hearing.

### 3. Dealing or supplying drugs

Whilst there are no fixed sanctions any incident will be treated as a very serious offence.

Each case will be treated individually and a fixed-term exclusion issued in the first instance. However, it is **highly likely** that a permanent exclusion will be imposed by the Principal following a full investigation and subject to a full Governors' Pupil Disciplinary Hearing.

If a student is seen to represent a significant risk to the health and safety of other students (with reference to "Circular 10/99 – Social Inclusion: Pupil Support") this will result in an **automatic** permanent exclusion, subject to a full Governors' Pupil Disciplinary Hearing.

## ALCOHOL

### 1. Possession of alcohol

Each case will be considered on its own merits and appropriate sanctions decided.

Examples of Sanctions that may be given:

- A minimum of an automatic two day exclusion;
- Missed work to be made up during two after-school detentions on return;

## 2. Repeat 'possession of alcohol' offences

No fixed sanction. Each case will be treated individually but fixed-term exclusions **will** be given, the length of which will vary according to the severity of the situation and there is the **possibility** of permanent exclusion. This is a serious step that will be taken if a student is seen to represent a significant risk to the health and safety of other students (with reference to "Circular 10/99 – Social Inclusion: Pupil Support) or who has not learned from past mistakes, subject to a full Governors' Pupil Disciplinary Hearing.

## 3. Taking alcohol or being 'under the influence' of alcohol

Each case will be treated individually and a fixed-term exclusion issued in the first instance which **may** result in a permanent exclusion being imposed by the Principal following a full investigation and subject to a full Governors' Pupil Disciplinary Hearing.

## 4. Dealing or supplying alcohol

Whilst there are no fixed sanctions any incident will be treated as a very serious offence.

Each case will be treated individually and a fixed-term exclusion issued in the first instance. However, it is **highly likely** that a permanent exclusion will be imposed by the Principal following a full investigation and subject to a full Governors' Pupil Disciplinary Hearing.

If a student is seen to represent a significant risk to the health and safety of other students (with reference to "Circular 10/99 – Social Inclusion: Pupil Support") this will result in an **automatic** permanent exclusion, subject to a full Governors' Pupil Disciplinary Hearing.

## SMOKING

### *Main School*

First offence:

- Automatic phone call home

Plus

- Smoking on premises – full detention
- Smoking off premises on journeys to and from the Academy – full detention
- Smoking off premises during the school day – two full detentions

Repeat offences:

One day exclusion for smoking:

- on the premises three times
- on journeys to or from the Academy three times
- off the premises during the school day twice

### *Sixth Form*

For smoking in the Academy, in areas adjacent to the Academy grounds and on school buses – a formal warning and a letter home.

## SUPPORT

- Case conference on student's return to the Academy from a fixed period of exclusion;
- In some cases a Pastoral Support Programme containing one or more of the following measures will be put in place:
  - An advice session with a Personal Advisor;
  - Compulsory attendance at a 'Danger of Drugs' or 'Danger of Smoking' package;
  - In some cases, counselling session with School Liaison Officer (Police);
  - In some cases, referral to outside agencies contacted.

## TEACHERS' CONDUCT

Teachers include former teachers, trainee teachers, ancillary staff and youth workers.

Professional misconduct in relation to drugs will result in disciplinary procedures. If serious staff misdemeanours result in police action convictions/cautions will be reported by police to the Teachers Misconduct Branch of the DfE and, where relevant, to the Community Services Division of the Department of Health

**MONITORING**

This policy will be monitored by the Principal, the Assistant Principal, Student and Staff Welfare, the Heads of House and the Director of Advanced Learning. Records of exclusions and detentions and reports of individual incidents will be used to evaluate its impact on the number of drug-related incidents and the efficacy of our sanctions/support mechanisms and record keeping systems.

**REVIEW**

This policy will be reviewed by the Assistant Principal, Student and Staff Learning, and the Learning, Teaching and Curriculum Committee every three years.

Confirmed by: **The Governing Body of Wymondham High Academy**

Signature of Chair: ..... Dated: .....  
**Learning, Teaching & Curriculum Committee**

## Roles and Responsibilities

### The Department for Education

Section 1 (6) of the Academies Act 2010 places a duty on the Academy to have a curriculum which satisfies the requirement of Section 78 of the Education Act 2002, that the curriculum must be balanced and broadly based which:

- a. promotes the spiritual, moral, cultural, mental and physical development of students at the Academy and of society, and
- b. prepares students at the Academy for the opportunities, responsibilities and experiences of later life”

This duty is repeated in the Funding Agreement (Clause 10). Should the Secretary of State take a view that an Academy is not meeting this duty the procedure to bring about compliance is set out in clauses 96 – 100. This can lead to the SoS giving 12 months’ notice of the termination of the Funding Agreement.

### ACADEMY

#### The Governing Body

The governing body has general responsibility for the management of the Academy. Its role is to ratify the policy and support the Academy, the Principal and the staff in its implementation as a whole Academy issue.

#### The Principal

The role of the Principal is to support senior colleague responsible for student welfare in the implementation of the policy and to be the ‘public face’ of the Academy in respect of drugs issues, in particular with the media.

#### Senior Member of Staff responsible for Student Welfare

Mr A Slater – Assistant Principal

His roles and responsibilities are to:

- manage, support, monitor, evaluate, review and develop the drug education programme across the whole Academy;
- ensure the drug education programme is adequately resourced;
- be up to date, informed and trained about relevant local and national developments and to communicate these to relevant staff;
- to be the contact person for drug-related issues for external agencies;
- provide confidential support for staff involved with drug education and drug-related incidents;
- ensure that records of all drug-related incidents are made and stored centrally;
- organise regular staff training on drugs issues;
- manage the review of the drugs policy on an annual basis;
- liaise with feeder/partner/consortium/other relevant schools or academies about continuity, progression and consistency with regard to both the programme and responses to incidents;
- keep the Principal fully informed of developments.

#### Other Staff

All staff in the Academy will implement the policy and keep the drug co-ordinator informed about relevant drug-related issues. Our Head of PSHE will ensure that drugs related issues are dealt with during PSHE and organise an annual Drugs Awareness Evening for Parents.

## **GENERAL**

Our Academy's policy has been developed in line with "Drug Policy Guidance" issued by central Government in 2000 and covered by 'Drugs Education: Guidance for Norfolk Schools' published in April 2007, which takes account of national initiatives and guidance including:

- "Tackling Drugs to Build a Better Britain: The Government's 10 Year Strategy for Tackling Drug Misuse"
- Department for Education
- School Curriculum and Assessment Authority (SCAA)
- Qualifications and Curriculum Authority (QCA)
- Office for Standards in Education (OFSTED)
- Standing Conference on Drug Abuse (SCODA)

It also outlines the roles and responsibilities of the Local Education Authority and schools, including:

- The Governing Body
- The Principal
- Other relevant Staff

**DRUGS SITUATIONS - MEDICAL EMERGENCIES**

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who has taken a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first aid procedures.

**IF IN ANY DOUBT, CALL FOR MEDICAL HELP.****ALWAYS:**

- assess the situation;
- if it is a medical emergency, send for medical help and an ambulance.

**BEFORE ASSISTANCE ARRIVES:****If the person is conscious:**

- ask the person what has happened and to identify any drug used;
- collect any drug sample and any vomit for medical analysis;
- **do not** induce vomiting;
- keep the person under observation, warm and quiet.

**If the person is unconscious:**

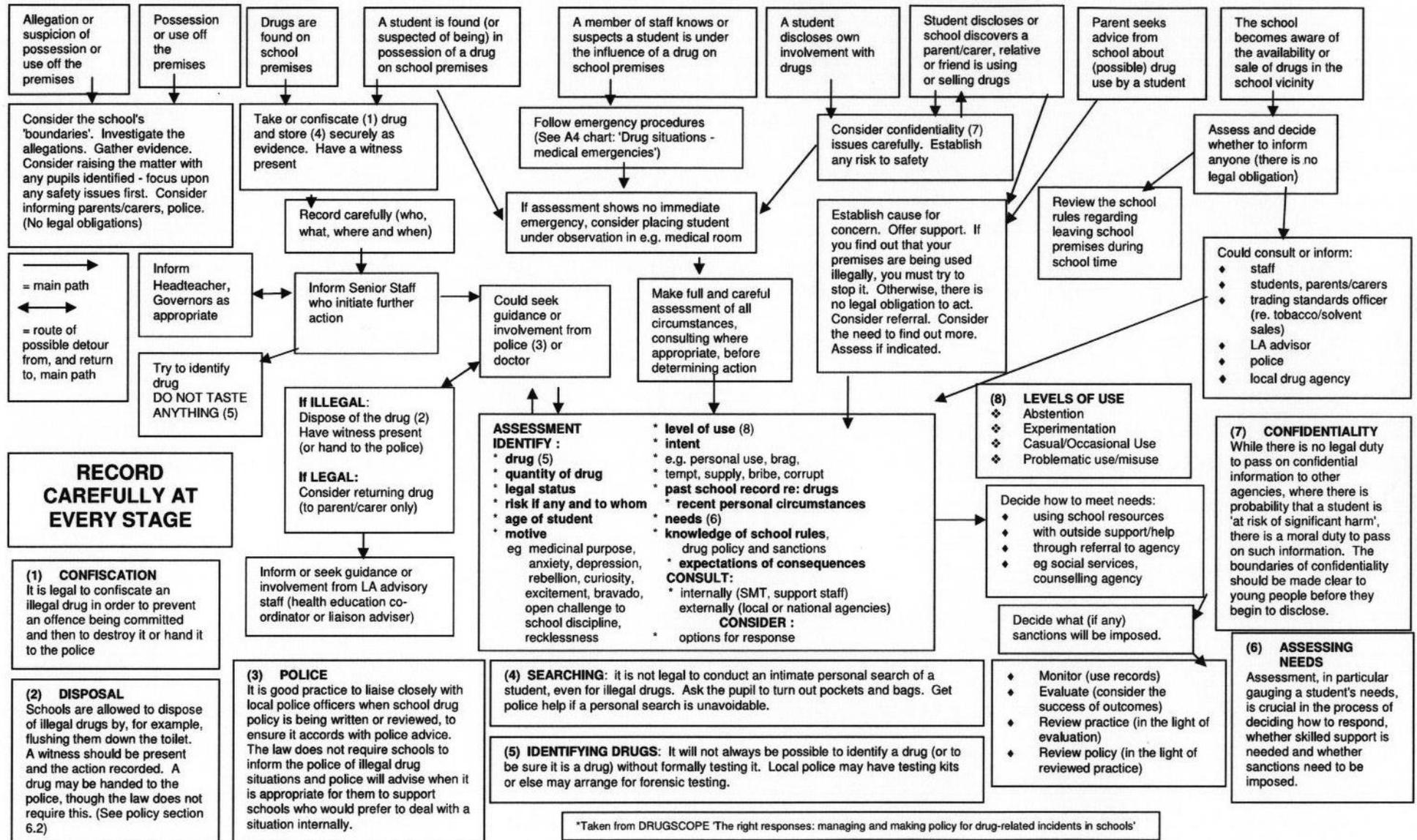
- ensure that the person can breathe and place in recovery position;
- **do not move the person** if they have fallen, as a fall may have led to spinal or other serious injury which may not be obvious;
- **do not** give anything by mouth;
- **do not** attempt to make the person sit or stand;
- **do not** leave the person unattended or in the charge of another pupil.

**WHEN MEDICAL HELP ARRIVES:**

- pass on any available information and any vomit and drug samples.

**Appendix 3 : Situations involving drugs without medical authority**

**legal drugs** (alcohol, tobacco, butane gas, nitrites etc) **medicines** (slimming pills, tranquillisers, painkillers etc)  
**illegal drugs** (cannabis, amphetamines etc)



**RECORD OF DRUG-RELATED SITUATION**

- 1 For help and advice, telephone the LA
- 2 Complete this form WITHOUT identifying the student involved\*
- 3 Copy the form
- 4 Send the copy within 24 hours of the incident to the LA
- 5 KEEP the original, adding the student’s name and tutor group – store securely

**Tick to indicate the category:**

- Drug or paraphernalia found ON Academy premises  Student disclosure of drug use
- Emergency/Intoxication  Disclosure of Parent/Carer drug misuse
- Student in possession of unauthorised drug  Parent/Carer expresses concern
- Student supplying unauthorised drug on Academy premises  Incident occurring OFF School premises

Name of student* :	Name of School:
Student’s tutor group * : (*for School records only)	Time of incident:: am/pm
Age of student: MALE / FEMALE	Date of incident:
Ethnicity of student:	
Tick box if second or subsequent incident involving same student <input type="checkbox"/>	Report form completed by:

First Aid given? YES/NO\*\*      Ambulance/Doctor called? YES/NO\*\*  
 \*\*Delete as appl.

First Aid given by: .....

Called by: ..... Time:.....

**Drug involved (if known):**  
**(eg. Alcohol, paracetamol, Ecstasy)**

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Senior staff involved:

Drug found/removed? YES / NO

Where found/seized:.....

Name and signature of witness:

Disposal arranged with (police/Parents/Carers/other):

At time:.....

If police, incident reference number:.....

Name of Parents/Carers/informed * :	(* for School records only)
Informed by:	At time:
Brief description of incident (including any physical symptoms):	
Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, students/staff informed, sanction imposed, LA/GP/Police consulted)	