



Misuse of Drugs Policy

Policy Code:	SW3
Policy Start Date:	September 2016
Policy Review Date:	September 2018

Please read this policy in conjunction with the policies listed below:

- HS2 Medical Treatment Policy
- HS1 No Smoking Policy
- SW5 Safeguarding and Child Protection (Promoting Pupils' Welfare) Policy
- SW4 Student Behaviour and Discipline Policy



1. Policy Statement

- 1.1** This policy applies to all employees and students of The Priory Federation of Academies Trust (The Trust).
- 1.2** This policy outlines the manner in which instances of drug misuse on Academy premises or whilst on Academy trips/visits will be managed. It relates to Section 91 of the *Education and Inspections Act 2006*; DfE and ACPO *drug advice for schools (September 2012)*; *Searching, Screening and Confiscation: Advice for Schools (February 2014)*; *The Misuse of Drugs Act 1971*; and Lincolnshire County Council drugs and substance misuse protocols.

2. Responsibility and Implementation

- 2.1** It is the responsibility of all employees to adhere to this policy and, wherever possible, to resolve issues swiftly and effectively. The implementation of this policy on an operational level is the responsibility of the Senior Leader with responsibility for drug-related incidents in each Academy and The Boarding House, in conjunction with the Director of Student Welfare.

3. Policy Details

- 3.1** This policy is based on advice from the Department for Education and the Association of Chief Police Officers. It has been produced to promote understanding of:
- the relevant powers and duties in relation to searching for and confiscating drugs; and
 - liaison with the police and with parents.
- 3.2** Where the document refers to drugs this includes alcohol, tobacco, illegal drugs, novel psychoactive substances (“legal highs”) and volatile substances, unless otherwise specified.
- 3.3** This guidance does not focus on drug education. It covers broader behaviour and pastoral support, as well as managing drugs and drug-related incidents within The Trust’s Academies. (See also information for Boarding Parents and the Boarders’ Handbook 2016-17).



4. Introduction

- 4.1 This policy operates across The Trust and includes, where Academies are referred to, The Robert de Cheney Boarding House at The Priory Academy LSST, The Keyworth Centre at The Priory City of Lincoln Academy and the Early Years Setting at The Priory Witham Academy.
- 4.2 This policy also operates in the Trust's French Centre in exactly the same way as in England, but any references to legislation will need to be interpreted in respect of French law rather than English law.

5. Legislation

- 5.1 Under the *Misuse of Drugs Act 1971*, it is generally illegal to possess or supply a drug covered by the Act, unless authorised (e.g. possessing drugs prescribed for personal medical use). Solvents are dangerous substances as well. Under the *Intoxicating Substances (Supply) Act 1965*, it is illegal for anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication.

6. Aims

- 6.1 The aims of this policy are to ensure that:
- The Trust's Academies are free from drugs (and solvents).
 - The legal situation with regard to the use and misuse of drugs is explained.
 - Young people can identify sources of appropriate personal support.
 - Parents/carers are able to acquire knowledge and support.
 - Each Academy educates students on the effects of drugs (and solvents) on the mind and body and that students are provided with the strategies needed to develop their social and personal skills to enable them to cope with situations involving drugs.
 - Each Academy promotes the importance of individuals' self-confidence, self-esteem and self-worth.

7.0 Drugs Misuse Outside Of School/Academy Premises

- 7.1 Where it has been brought to the attention of the Head of Boarding, Headteacher or Chief Executive that a student has been formally cautioned by the police for the possession of an illegal drug, the Academy reserves the right to exclude him/her.



8.0 Searching and confiscation

- 8.1 In line with the DfE guidance *Searching, screening and confiscation (February 2014)* Academy staff can search students with their consent for any item. The Academy is not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree.
- 8.2 Academies' 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 students' property as a disciplinary penalty, where reasonable to do so.
- 8.3 Academies may search students and there is no legal requirement to inform parents/guardians or keep records. **However**, The Trust requires any member of staff undertaking searches to keep records and inform parents/guardians. This is particularly important so that the Trust is in a secure position in responding to complaints.
- 8.4 Where the person finds other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include new psychoactive substances. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

9.0 Procedures when a student is found to be in possession of a drug

- 9.1 If any student is found in possession of a suspicious substance, it will be taken from him/her. The substance will then be taken immediately to the member of the Senior Leadership Team in the Academy responsible for student welfare. The Headteacher will be informed immediately.
- 9.2 If a student is suspected of being under the influence of drugs or alcohol on Academy premises, the school must prioritise the safety of the young person and those around them. If necessary it should be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk the Academy Designated Safeguarding Lead (DSL) should be contacted.
- 9.3 The student will then be interviewed by the Senior Leader. The police may be consulted concerning the nature of the substance. Where substances which are not believed to be controlled drugs are found these can be confiscated if a teacher believes them to be harmful or



detrimental to good order and discipline. This would include new psychoactive substances or 'legal highs'. If school staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

If it is a controlled drug, the student will be isolated immediately and his/her parents informed. If necessary, the Senior Leader will contact the police. In the case of a boarder, the Head of Boarding, acting *in loco parentis*, will be informed at this point. He will inform parents as soon as is practicable. The drug may be handed over to the police who may prosecute the student.

- 9.4** A senior member of staff who is responsible for the school's drugs policy should liaise with the police and agree a shared approach to dealing with drug-related incidents.

10. Drug Testing

- 10.1** Where there is concern about a student regarding the misuse of drugs, it is possible, with the consent of the relevant student and parents, for drug testing to take place. This decision can only be taken by the Headteacher of the relevant Academy.

11. Discipline

- 11.1** Any response to drug-related incidents needs to balance the needs of the individual students concerned with the wider Academy community. In deciding what action to take, Academies should follow The Trust's disciplinary procedures, the Academy rules and the Lincolnshire County Council's Drugs and Substance Misuse Protocol.

- 11.2** Any student involved in any way with drugs when he/she is under the Academies' authority could expect to be excluded from an Academy. Each case will be looked at individually and any specific circumstances taken into account.

- 11.3** Being under the Academies' authority means:

- Throughout the Academy day, whether on or off the premises.
- Whenever the student is involved in any activity organised by the Academy.
- Whenever the student is identifiable as a member of the Academy.
- For a boarder, whenever he/she is under the direct responsibility of his/her Head of Boarding, Deputy Head of Boarding or other boarding staff.



11.4 Exclusion should not be the automatic response to a drug incident and permanent exclusion should only be used in serious cases. (More detail on excluding students can be found in the DfE *Exclusion Guidance – February 2015*). In line with the approach taken by Lincolnshire Local Authority, a restorative approach may be endorsed.

11.5 Drug use can be a symptom of other problems and Academies should be ready to involve or refer student to other services when needed. It is important that Academies are aware of the relevant youth and family support services available in their local area.

11.6 Each Academy will provide information on sources of advice and local services for students and parents/carers.

12. Staff Support and Training

12.1 Key Academy staff will receive training every three years in how to deal with drug-related incidents. This will be cascaded to staff where appropriate.

13. Controlled drugs

13.1 In taking temporary possession and disposing of *suspected* controlled drugs, schools are advised to:

- 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 a safe or other lockable container with access limited to senior members of staff;
- 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 student 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 has been agreed with the Headteacher that this is not in the best interests of the student;
- identify any safeguarding concerns and develop a support and disciplinary response.



14. Managing medicines

- 14.1** Some students may require medicines that have been prescribed for their medical condition during the school day. For more information please see HS2 Medical Treatment Policy.

15. Educational programme

- 15.1** The Trust has a pro-active approach concerning the use of drugs and substances including alcohol and tobacco. This is expressed in assemblies, tutor periods, science lessons, RE classes and the Personal Development Programme. Each Academies drug education curriculum is part of a well-planned programme of PSHE education delivered in a supportive environment, where students are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary

- 15.2** In science lessons, The Trust ensures that Academies follow the National Curriculum Science programme of study concerning drug education.

- 15.3** Any educational programme will be designed to strengthen the students' ability to assess and manage risk appropriately and to keep themselves safe.

16. Governors

- 16.1** Through local governing body meetings and Link meetings governors will have access to appropriate training. They will be informed by a Senior Leader if there are any drugs issues which might affect the school.

17. Policy change

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust **Policy Status:** Approved
Policy Document
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The Priory Federation of Academies Trust Misuse of Drugs Policy

This Policy has been approved by the Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.