



**Bishop  
Hogarth**

Catholic Education Trust

## **BISHOP HOGARTH CATHOLIC EDUCATION TRUST**

### **PUPIL DRUG AND ALCOHOL POLICY**

**THIS POLICY APPLIES ACROSS ALL TRUST SCHOOLS AND SERVICES**

#### **Document Management:**

Date Policy approved:	12 February 2015
Date reviewed:	May 2022
Next Review Date:	May 2025
Version:	3.0
Approving Body:	Standards Committee
Policy Category:	Whole Trust Policy

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### **Overall Aims of the Policy**

- To provide a framework for effective drugs education
- To provide systems for dealing with drug-related incidents
- To ensure that Academy drug education programmes reflect the vision and values of the Trust.
- To ensure that pupils affected by their own or other's drug misuse have early access to support through the school and other local services.

## **1 Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE (2021) 'Keeping children safe in education
- DfE (2018) 'Mental health and behaviour in schools'
- Searching, screening and confiscation Advice for headteachers, school staff and governing bodies - January 2018

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour & Discipline Policy
- Physical Interventions Policy
- Promoting Positive Health & Wellbeing Policy
- Relationships and Health Education Policy

## **2 Roles and responsibilities**

The Local Governing Committee is responsible for:

- Ensuring that Trust policies and procedures are effectively implemented to ensure that pupils are kept safe from alcohol and drugs at school.
- Ensuring that this policy is disseminated to all relevant stakeholders.
- Ensuring that pupils experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Headteacher, and in liaison with staff, parents, pupils, health and other professionals, to ensure that the drug and alcohol curriculum addresses the needs of pupils and the local community, and reflects current trends.

The Headteacher is responsible for:

- The day-to-day management of this policy.
- Providing a safe environment for all members of the school community.
- Informing the governing board of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' use of drugs and alcohol.
- Informing parents of any drug and alcohol related incidents concerning their child where appropriate and where doing so will not place the child at risk.
- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.

- Ensuring a consistent approach to managing drug and alcohol incidents.

The DSL is responsible for:

- Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with pupils to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- Liaising with local services as necessary to provide support for pupils.
- Assisting with the monitoring and review of this policy.

Pupils are responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any offsite activity representing the school.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.

Parents and carers are responsible for

- Supporting the school's drugs education programme.
- Reviewing the resources and information made available by the school
- Ensuring that guidelines relating to medication in school are followed (see Supporting Children with a Medical Condition Policy).

All staff (both teaching and support staff) are responsible for:

- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.
- Reporting concerns regarding pupils' use of drugs and alcohol to the DSL.

The site manager is responsible for:

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.
- Adhering to the Sharps Policy at all times when handling needles found on school premises.

### **3 Definitions**

For the purposes of this policy, a “drug” is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

### **4 Curriculum**

**Primary schools** - All pupils will receive regular guidance on drugs and alcohol as part of the relationships and health education curriculum.

**Secondary schools** - All pupils will receive regular guidance on drugs and alcohol as part of the RSE and health education curriculum.

Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.

Drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies. Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse.

### **5 Smoking**

Trust schools area smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Parents, visitors and staff must not smoke or vape on school grounds and must avoid smoking in front of pupils and/or encouraging pupils to smoke.

Pupils, **including sixth form pupils over the age of 18**, are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches and pipes.

In the interest of health and hygiene, smoking / vaping will not be permitted around the school gates.

### **6 Legal drugs and prescribed medicines**

We understand that some pupils may require medications that have been prescribed by a doctor or other health professional. Parents have the primary responsibility for their child’s health and should provide the school with all relevant information about their child’s medical condition.

Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.

Further guidance can be found in the Supporting Pupils with Medical Conditions Policy.

## **7 Solvents**

Pupils are not permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.

The school will ensure that potentially hazardous solvents are stored safely, and pupils will be supervised if they are required to come into contact with them. More information can be found in the COSHH procedure

## **8 Pupils found to be under the influence of drugs or alcohol**

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the **headteacher's office**, where they will be assessed.

The pupil's parent will be contacted and asked to remove the pupil from the premises. The pupil will remain in the **headteacher's office** until their parent arrives.

If necessary, a search will be conducted in line with the Student Behaviour & Discipline Policy and items confiscated.

An [Unauthorised Drug Use Reporting Form](#) will be completed - see **APPENDIX 1**.

## **9 Medical emergencies**

In drug or alcohol related medical emergencies, trained first aiders will be summoned. A staff member will remain with the casualty until the trained first aider arrives. Other pupils will be removed from the immediate area as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made as to whether an ambulance will be called. The pupil's parents will be telephoned and told about the incident.

If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and Children's Social Services will be contacted.

## 10 Threatening behaviour

Aggressive and threatening behaviour by pupils under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police.

Any pupil displaying aggressive and/or threatening behaviour will be removed from the premises. If a pupil displays this kind of behaviour, their parents will be contacted and sanctions will be implemented in line with the school's Behaviour & Discipline Policy.

## 11 Searching

Staff members may use common law to search pupils for any item with their consent. All searches will be conducted in line with the Behaviour & Discipline Policy and [DfE Guidance - Searching, screening and confiscation Advice for headteachers, school staff and governing bodies - January 2018](#). Staff members may ask any pupil to turn out their pockets and staff may search any pupil's backpack or locker.

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item. Any staff member, except for security staff, may refuse to conduct a search.

Staff members may require a pupil to remove outer clothing including hats, scarves, boots, coats and scarves. Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

Searches will be conducted by a same-sex member of staff with another same-sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

Staff members may use reasonable force to search for prohibited items, **ONLY** when they have good reason to assume the pupil is carrying such items.

Staff will adhere to the Physical Interventions Policy when carrying out searches.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.



## **12 Controlled substances**

The school has a zero-tolerance policy on illegal drugs.

Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness(es) present. The staff member will store the sample in a secure location.

The incident will be reported immediately to the police who will collect the sample and then deal with it in line with locally agreed protocols. The school will not hesitate in giving the police the name of the pupil from whom the drugs were taken.

A copy of the Unauthorised Drug Use Reporting Form at Appendix 1 will be completed and submitted to the **headteacher**.

Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents of the pupil, as well as local police, will be notified.

## **13 Safeguarding**

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.

Staff are aware that behaviours linked to issues such as drug taking and alcohol abuse put pupils in danger. Staff will be particularly alert to the potential need for early help for a pupil who is misusing drugs or alcohol.

Pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate. Once a pupil has come forward to a member of staff, they should be referred to a member of staff with responsibility for pastoral care who will assess need and provide the most appropriate intervention or referral to other agencies including CAMHS, or other NHS or specialist services.

## **14 Child criminal exploitation (CCE)**

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being forced to work in cannabis factories and being coerced into moving drugs across the country (known as county lines).

Staff will be made aware of the following potential indicators of CCE:

- Pupils who appear with unexplained gifts or new possessions
- Pupils who associate with other young people involved in exploitation
- Pupils who suffer from changes in emotional wellbeing

- Pupils who misuse drugs and alcohol
- Pupils who regularly miss school

Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

## **15 Managing incidents**

Instances of pupils being involved in drug and/or alcohol incidents will be managed in line with the relevant school policies, including the Behavioural Policy, Child Protection.

Following an incident, the headteacher will work with key members of staff, including the DSL, to decide on the most appropriate course of action to take. This action may include sanctions being enforced in line with the Behaviour & Discipline Policy and informing the police. The flowchart at **Appendix 2** summarises the referral pathway for drug related incidents. The headteacher will also be responsible for deciding if it would be appropriate to exclude the pupil.

**Unauthorised Drug Use Reporting Form**

Name of pupil:	Name of school:
Pupil's form:	Time of incident: <span style="float: right;">am/pm</span>
Age of pupil: <span style="margin-left: 50px;">MALE / FEMALE</span>	Date of incident:
Tick box if second or subsequent incident involving same pupil	Report form completed by:

What type of incident are you reporting? (Tick as appropriate)

Pupil in possession of unauthorised drugs	<input type="checkbox"/>	Drug paraphernalia found on school premises	<input type="checkbox"/>
Pupil supplying unauthorised drugs on school premises	<input type="checkbox"/>	Disclosure of parental drug misuse	<input type="checkbox"/>
Pupil disclosure of drug use	<input type="checkbox"/>	Parent expressing concern over potential drug misuse	<input type="checkbox"/>
Emergency intoxication	<input type="checkbox"/>	Incident occurring outside school premises	<input type="checkbox"/>

General details		Pupil information	
Date of incident:		Name of Pupil	
Time of incident:		Form /Year Group:	
Has the pupil been involved in previous incidents?		Age:	
Incident details			
Drug involved (if known):			
Staff involved:			

Use this space to describe the incident:	
Has any further action been taken (e.g. contacting the police, pupils and staff informed, other agencies involved)?	
<b>First aid details</b>	
Was first aid given?	
If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
<b>Drug details</b>	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
<b>Parental details</b>	
Name of parent informed:	
Who informed them of the incident?	
At what time were they informed?	
<b>Administrative details</b>	
Form completed by:	
Job role:	
Signature:	

Follow-up action taken

Drug Related Incident Response Flowchart

