



## **DRUG EDUCATION POLICY AND MANAGEMENT OF DRUG RELATED INCIDENTS**

This policy seeks to underpin the school's aims; in particular to promote a caring and secure place of learning; promote a strong and healthy partnership between school, home and community and encourage students to respect themselves, others and the environment in which they live. The welfare of young people is paramount and unauthorised drugs cannot be tolerated in schools.

### **STATEMENT OF POLICY**

The Westleigh School is committed to the health and well-being of all members of the school community and will take action to safeguard everyone's safety. We believe that we have a duty to inform and educate young people about the risks and consequences of drug use and misuse. Health Education is a vital part of the Personal, Social and Health Education of every pupil.

A partnership approach including effective communication is essential to the successful implementation of this policy. We intend to include the whole school community including staff, pupils, parents/carers, and school nurse in our drug awareness policy.

We also intend to use outside sources of experience to enrich the curriculum through agencies such as the Community Police, Social Services, Drug Education Team, Health and Drug Agencies. See attached framework – 'Situations involving drugs without medical authority' for detailed procedures concerning dealing with drug related incidents in school.

The policy has been developed with support from both the LA and Greater Manchester Police.

### **AIMS**

1. To enable pupils to make healthy informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
2. To provide accurate information about substances.
3. To increase understanding about the implications and possible consequences of use and misuse.
4. To widen understanding about related health and social issues e.g. sex, crime, HIV and Aids.
5. To seek to minimise the risks that users and potential users face.
6. To enable young people to identify sources of personal support.
7. To manage drug related incidents effectively and clarify legal responsibilities, entitlements and obligations.
8. To provide a secure framework within which staff can operate with confidence.
9. To comply with OFSTED expectations in the event of a school inspection.
10. To express and clarify our school's responses for staff, pupils, parents and governors.

## **KEY PEOPLE**

Named SLT and Drug Education Co-ordinator:	Adam Harrison
Named Drug Education Curriculum Co-ordinator:	Vicky Anthony
Named Governor:	Adam Harrison

## **ROLE & RESPONSIBILITIES OF DRUG EDUCATION CO-ORDINATOR**

- Overall charge of the process which forms and reviews the drug policy.
- Responsibility for implementing monitoring systems to include recording drug-related situations.
- The management of drug-related incidents.
- Co-ordinating planned action to manage medicines in school.
- Initiating or co-ordinating responses to any unplanned situations involving drugs.
- Responsibility for ensuring evaluation takes place and that this informs policy review.

## **ROLES & RESPONSIBILITIES OF DRUG EDUCATION CURRICULUM CO-ORDINATOR**

- Ensuring co-ordination and coherence of drug education.
- Responsibility for evaluating drug education curriculum.
- Co-ordinating links with external agencies.
- Liaison with other schools.

## **MANAGING INCIDENTS OF SUBSTANCE MISUSE IN SCHOOL**

The school will follow the procedures outlined in Incidents involving unauthorised drugs in Wigan Schools - (See Appendix A).

## **DRUG EDUCATION**

### **Key Stage 3**

Drug Education is taught through the PHSE & C lessons in Year 7-9. The syllabus is organised, monitored and developed by the PHSE & C co-ordinator. It includes finding where the children “are at”, what they already know, and includes information on all drugs, including alcohol, tobacco, volatile substances, medicines and illegal drugs. Drug education is also included in the Science and Arts curriculum.

Videos, quizzes, discussions and poster work to display information are the methods used to try to develop the skills of enquiry and communication, participation and responsible action.

### **Key Stage 4**

The emphasis is placed more on drugs and the law with the upper school as time is limited within the PHSE & C structure. Information learned at KS3 is re-emphasised and opportunities are provided for the exploration of attitudes and values. Drugs and their effects are also covered in the health and social care curriculum. As with lower school, a variety of teaching methods are used, including guest speakers from the drug education team.

## **TEACHING METHODS**

As stated, various methods are used to help the children and young people develop confidence in talking, listening and thinking about drug issues.

## **THE DEFINITION OF A ‘DRUG’**

The following list outlines the categories which could be defined as “drugs”.

- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD) under the Misuse of Drugs Act 1971 <http://www.legislation.gov.uk/ukpga/1971/38>
- Over the counter and prescription medicines, including those used improperly which can include sleeping tablets and slimming tablets – as described by the Medicines Act 1968. <http://www.legislation.gov.uk/ukpga/1968/67>
- All legal drugs including alcohol, tobacco, solvents, poppers and psychoactive substances (legal highs).
- Drugs which are misused to enhance performance (for example steroids)

An outline for the legal categories of drugs is found in Appendix D.

## **DEFINING A DRUG INCIDENT**

A drug incident in school could involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- Drugs or associated paraphernalia are found on school premises
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil is thought to be under the influence of drugs
- A pupil is found to be a supplier of drugs on school premises
- A pupil is displaying signs of illness or inappropriate behaviour as a result of substance misuse
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil discloses that they are misusing drugs or a family member/friend is misusing drugs
- A parent/carer is thought to be under the influence of drugs on school premises
- Incidents involving staff would be referred to other policies covering the work place

## **DEFINING SCHOOL BOUNDARIES**

We determine our school boundary to cover and include all The Westleigh Schools site, and within 2 metres of the perimeter of the school. However, we will not tolerate drug use which can be seen from anywhere within the school site.

## **DRUG RELATED INCIDENTS**

There are 2 categories of drug related incidents to consider:

1. Medical emergencies
2. Other drug related incidents

In every case, a Drug related incident monitoring form must be completed and returned to the Restorative Solutions. This will enable the LA to monitor incidents across the borough, allocate educational support/resources, identify patterns of use and help to save lives.

## **A MEDICAL EMERGENCY**

A medical emergency arises when a person ....

- is unconscious
- is having trouble breathing
- is seriously confused or disorientated
- has taken a harmful toxic substance
- is otherwise at immediate risk of harm

Our procedures for an emergency apply when a pupil or others are at immediate risk of harm. In any incident involving drugs, the most urgent question is always whether medical help is needed. Refer to Appendix C.

The school policy that deals with health and safety outlines procedures for how to manage medical emergencies and administer first aid, for example, placing an unconscious person in the recovery

position or dealing with a drug overdose. All staff (including all non-teaching and welfare staff) should be aware through this policy of the importance not to chastise or over-excite a person who is intoxicated from inhaling a volatile substance. Strenuous activity can put an intolerable strain on the heart and can increase the risk of sudden death. The person should be kept calm until the effects have worn off.

Unless they are unconscious, a pupil may be intoxicated without it being a medical emergency. Pupils should be continually observed in case of changes in their condition. When necessary, we would make arrangements with a parent/carer for the child to be collected or escorted home. However, we are aware that the pupil's safety is the priority in response to any medical emergency, and if deemed appropriate, alternative arrangements would be made if the school perceived the child to be more at risk at home – Refer to Child Protection policy.

### **OTHER DRUG RELATED INCIDENTS**

These can be broken down further into the following categories:

- a) Found Substance – This includes actual substances and/or evidence of substance use, i.e. empty aerosols, discarded needles, empty bottles, pipes etc and/or where a substance or an indication of substance use is found on school grounds.
- b) Possession of Substances – Where a young person or groups of young people are found to be in possession of a small amount of substances or there has been a disclosure of possession. Possession can include: found on the person/people; found within their belongings; found within their control (i.e. school locker).
- c) Supply and Possession with intent to supply – If a pupil is found in possession of a larger amount of any substance, consideration should be given to the possibility of the pupil supplying to others and information relating to this should be provided on the Drug Related incident Form. Although there is no legal obligation for the school to report the incident to the Police, we would always consider each case carefully. All incidents should be reported to Restorative Solutions and copies kept in the school file.
- d) Disclosure by young person – A student discloses own involvement with drugs; student discloses or school discovers a parent/carer/relative/friend using or selling drugs; parent/other person seeks advice from school about (possible) drug use by student.
- e) Sale or supply of drugs in local area
- f) Parent/carer intoxicated on premises

Repeat offences and/or suspicions will be noted on the Drug Related Incident Monitoring form.

### **RESPONDING TO INCIDENTS**

Each incident will be managed according to individual circumstances. There are a range of responses that we will consider including the following:-

- Contacting Restorative Solutions immediately for advice
- Contacting our school Discipline Officer

- Referral to the Young People's Drug and Alcohol Team/School Nurse
- Pastoral Support Programme
- Fixed term/permanent exclusion
- Managed move / supported transfer
- Educational support

## **SANCTIONS**

In instances involving substance use or misuse including supply on the premises, parents will be informed. The school, Restorative Solutions and parents can then work together to support the young person involved. The school will consider each substance incident individually. The school recognises that a variety of responses will be necessary.

Any sanctions, including permanent and fixed term exclusion, will be taken in terms of:

- Appropriateness of response
- Proportion with the offence
- The needs of all concerned i.e. the young person, other pupils, the school and the community
- Consistency with existing school rules, codes and expectations
- Consistency with other disciplinary actions and similar actions in the past

## **DEALING WITH DRUG RELATED INCIDENTS**

Please refer to Appendix F – *Greater Manchester Police, Wigan Division: Drug Related incidents in School*. This will provide additional guidance for drug related incidents both in school and the community.

## **CONFISCATION AND DISPOSAL**

In taking temporary possession and disposing of suspected controlled and illegal drugs we will follow the latest drug advice for schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf)

On all occasions, a member of SLT must be informed who will:

- 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;
- Store it in a secure location, such as the school safe or other lockable container with access limited to senior members of staff;
- Notify the police without delay, who will collect it and 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. Where a pupil is identified the police will be required to follow set internal procedures;
- Record full details of the incident, including the police incident reference number (if appropriate) – using forms attached in Appendix E.
- Inform parent's carers, unless this is not in the best interests of the pupil.
- identify any safeguarding concerns and develop a support and disciplinary response.

School staff should not attempt to analyse or taste unknown substances. We would contact the Police, who can advise on analysis and formal identification, although we accept this is normally carried out only if it will be required as evidence within a prosecution. If formal action is to be taken against a pupil, the police should make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

If we are to contact the Police, we would telephone Greater Manchester Police (covering the Wigan borough) **Telephone number: 0161 872 5050**, who will create a computerised incident log and allocated the appropriate resource(s) if required.

### **CONFISCATION OF OTHER UNAUTHORISED DRUGS**

When dealing with confiscation of other unauthorised drugs, such as alcohol, tobacco, solvents and medicines we will inform parents and give them the opportunity to collect any alcohol or tobacco that has been confiscated. Similarly parents/carers should be asked to collect and dispose of unused or date expired medicines. Unlike illegal drugs, these do not need to be destroyed or handed to the Police. However, volatile substances such as lighter fuel, glue or aerosols will not be returned to a parent because of the level of danger they present to pupils and would be disposed of.

### **SEARCHING / DETECTION**

**A search should never take place where there is any risk to staff or pupils. In those circumstances the police should be called.**

The Headteacher, Senior Staff and Behaviour & Attendance Workers have powers of screening and searching pupils without consent. Every effort will be made to persuade the pupil to voluntarily hand over any drugs, but if the pupil is not co-operating and the pupil is suspected of concealing unauthorised drugs, Senior staff will consider carrying out a physical search. Where possible, we will contact the School Based Police Officer to deal with the situation.

Where a physical search is necessary, we will follow the guidance set out in the 'Screening, Searching and Confiscation – Searching without consent' document produced by the Department for Education

<http://www.education.gov.uk/aboutdfe/advice/f0076897/screening-searching-and-confiscation/searching-without-consent>

The law states we can carry out a physical search, without consent, if we suspect the pupil is in possession of:

1. Knives or weapons, alcohol, illegal drugs and stolen items; and
2. Tobacco and cigarette papers, fireworks and pornographic images; and
3. Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property; and
4. Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

It is also acceptable for staff to search school property such as pupils' lockers or desks if they believe drugs to be stored there. The school will work with Greater Manchester Police should any further action be deemed necessary in the future.

### **DRUG USING PARENTS**

We are aware of the impact that a parent/carers drug misuse may have on our pupils' education. Where problems are observed or suspected, or if a pupil chooses to disclose that there are difficulties at home, the offer of pastoral support may be suggested. If external services are needed we will liaise with the Social Services Children's Duty Team for advice and consider a referral to the Young People's Drug and Alcohol Team (YPDAT). At all times we will refer to our Safeguarding Policy.

### **INTOXICATED PARENTS/CARERS ON SCHOOL PREMISES**

When dealing with intoxicated parents/carers, we will attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer, for example, where an intoxicated parent is intending to drive a child home. We will endeavour to discuss with the parent/carer if alternative arrangements could be made for example asking another parent/carer to accompany the student home. The focus for our staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent/carer's behaviour.

Where the behaviour of an intoxicated parent repeatedly places a child at risk or the parent/carer becomes abusive or violent, we would consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

### **MEDIA**

If our school were to receive a media enquiry after a drug related incident the caller should be referred only to the Headteacher Mr C Bramwell or the Deputies in his absence. In all circumstances we would seek advice from the Local Authority Public Relations Department on telephone 01942 827164.

### **APPROPRIATE SUPPORT AGENCIES**

Restorative Solutions are available to give advice and guidance on supporting young people and sign posting the appropriate services i.e. local police, young person's drug and alcohol team, social services, school nurse, pastoral support programme, educational support.

### **GUIDANCE FOR STAFF**

1. In an emergency situation follow the Guidance "Medical Emergencies" (Appendix C).
2. In a non-emergency situation:
  - (a) Take the student to a Senior Member of staff.
  - (b) Do not allow him/her to go for their belongings on their own.
  - (c) Do not confiscate, keep, dispose of or try to identify substances on your own; this puts you at risk. Pass substances to SLT for disposal.
  - (d) If you feel unhappy about taking the student to SLT, send someone to get help.



3. Information about substance abuse:

- (i) When a student gives information about other students using drugs, including incidents outside school hours, pass the information onto Designated Teacher for Child Protection. Do not try to investigate the incidents yourself. Do not ask the student to record the information.
- (ii) If students tell you about their own involvement with drugs, please tell them that you cannot guarantee confidentiality. Inform the Designated Teacher for Child Protection.

**MANAGEMENT OF MEDICINES IN SCHOOL**

1. There will be no disposal of non-prescribed medicines by any staff.
2. Any child requiring prescribed medicines should keep medicines on their person. Parents must request permission from the Headteacher. Exceptions to this are where a Health Care Plan has been carried out and it has been authorised for prescribed medicines to be kept and managed by Miss L Taylor in the Pupil Office.
3. Information regarding medical conditions will be gathered on transfer. Parents are requested to provide information when their child enters the school and update the information as necessary.
4. Pupils are expected to carry their own asthma inhalers
5. Special provision can be made to aid pupils in their treatment of ongoing medical conditions. Parents should contact the appropriate Head of Year with information and requests. The Head of Year will make arrangements for a Health Care Plan to be completed in conjunction with parents and an appropriate health practitioner wherever possible.
6. Further details are available in the school's policy on "Supporting Pupils with Health Care Needs in School".

**POSSESSION FOR PERSONAL USE**

Schools are expected to deal with the students under the agreed drug policy by the School drug co-ordinator, designated person or Headteacher who is satisfied that:

- The child has told the staff what the substance is believed to be
- The child admits it is for their own use
- Supply or possession with intent to supply is not suspected
- It is a small amount
- This is the first time the child has been involved
- The parent/guardian is present or being contacted

In any case there may be need for discussion with Restorative Solutions and the Young People's Drug and Alcohol Team can be contacted for advice.



## **POSSESSION WITH AN ELEMENT OF DOUBT**

Where the school is not satisfied that they can internally deal with the incident, the school would contact Greater Manchester Police requesting police involvement. This would be a last resort as it is not our intention to criminalise our students.

The designated officer will assess the information and make the necessary arrangements appropriate to the circumstances. It would be expected that the parent be contacted to act as the appropriate adult.

## **REDUCING HARM TO THE COMMUNITY**

It would not be appropriate for the following types of incident to be exclusively handled by schools.

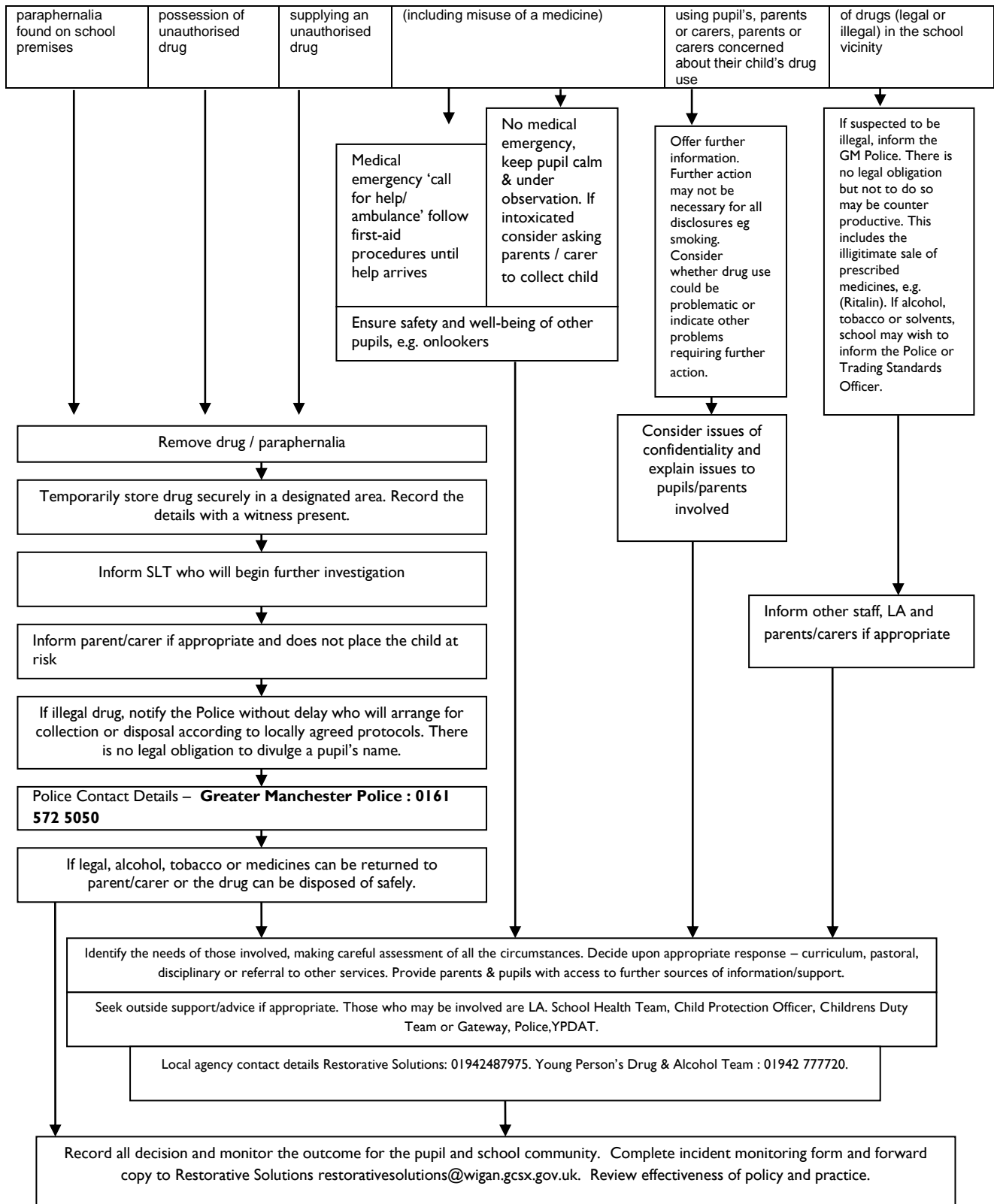
- Possession of large amounts of controlled drugs.
- Suspicion of controlled drugs being brought into or near school with the intention of supplying
- Where a student is arranging to supply on or off the premises
- Where there is information about the supply to young people, which requires investigation

Schools should contact the Greater Manchester Police, requesting police assistance and advice.

Any decision for investigation and action should be discussed jointly. The police will receive information from and give advice to schools in confidence. In these cases it may be advisable to have a copy of the drugs policy and any protocol available so the officer acts in a consistent way.

## **APPENDIX A**

Drugs or	Pupil in	Pupil	Pupil under the influence of a drug	Disclosure of drug	Illigitimate sale/supply
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**Refer to Appendix C for additional guidance. Use Appendix E to record any action taken.**

## APPENDIX B

### DRUG SITUATIONS – MEDICAL EMERGENCIES

The procedures for an emergency apply when a person is 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 MEDICAL HELP**

#### **ALWAYS**

- Assess the situation
- If a medical emergency, send for medical help and 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
- *Do not* chastise or over-excite the person if intoxicated from inhaling a volatile substance
- 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 a fall is likely to 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
- Inform the parent/carer

#### **For needle stick (sharps) injuries: Refer to Health and Safety Policy:**

- Wear protective gloves, encourage wound to bleed – **DO NOT SUCK**. Wash with soap and water. Dry and apply waterproof dressing.
- If used/dirty needle, seek medical advice.

#### **WHEN MEDICAL HELP ARRIVES:**

- Pass on any information available including vomit (using gloves) and any drug samples

## APPENDIX C

## **DRUG SITUATIONS – additional guidance for incidents involving unauthorised drugs**

### **LEGAL RESPONSIBILITY: All staff should be made aware of the following.**

Under Section 8 of the Misuse of Drugs Act 1971, it is an offence to knowingly permit or suffer the supply and production of any illegal drugs on their premises. It is also an offence to allow or suffer the premises to be used for the smoking of cannabis or opium.

For further details, refer to <http://www.legislation.gov.uk/ukpga/1971/38> Section 8

### **Assessment of Incidents**

When responding to any incident the school must fully consider the following issues:-

- What is the drug
- Quantity of drug
- Legal Status – is it a controlled substance under the Medicines Act or Misuse of Drugs Act?
- Risk if any and to whom
- Age of pupil
- Motive : *medicinal purpose, anxiety, depression, rebellion, curiosity, excitement, bravado, open-challenge to school discipline, recklessness, financial/status gain*
- Level of use
- Intent : *personal use, brag, tempt, supply, bribe, corrupt*
- Past school drug record
- Needs of the pupil
- Pupil's knowledge of school rules, drug policy and sanctions
- The consideration should be in a relation to a model of care and welfare rather than punishment

## APPENDIX D

### LEGAL CATEGORIES OF DRUGS

The law puts illegal drugs into one of three categories – A, B and C – according to the harm they can do to you. Class A is the most harmful.

Dealing in drugs and possession with intent to supply is a more serious offence in the eyes of the law than possession for personal use.

<b>Class</b>	<b>Drug</b>	<b>Possession</b>	<b>Supply and production</b>
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, piperazines (BZP)	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
Temporary	None ( <i>The Home Office can ban new drugs for 1 year under a 'temporary banning order' while they decide how the drugs should be classified.</i> )	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

<https://www.gov.uk/penalties-drug-possession-dealing>

## APPENDIX E

### RECORD OF DECISIONS MADE IN RESPONSE TO A DRUG-RELATED INCIDENT

This form is to be completed as a record of steps taken in response to a drug related incident. Reasons for decisions made need to be recorded at each stage. The details recorded here will demonstrate schools adherence to the drug policy and offer support in the event of any future litigation.

<b>Type of Incident</b> : eg possession, disclosure	
<b>Pupil Details</b> : name, form etc	
<b>Full Details of Incident</b> : eg where, when, who involved. Legal status of substance, if known.	
<b>Immediate Action Taken</b> : eg substance confiscated, first aid given. If involved confiscation please state where stored, witnesses. Give reasons for immediate action taken.	
<b>Headteacher/Parent/Carer Informed? YES : NO.</b> Give details if called, not available. If no contact made, please state reasons.	
<b>Police Contacted</b> – Give details including Incident Reference Number.	
<b>Action Taken</b> – disciplinary, pastoral support, referral to other services etc. Given reasons for action taken.	
<b>Outside support sought</b> – agency name, contact details. Agreed support, eg verbal advice, education visit, other support.	
<b>Complete Incident Reporting Form and forward copy to the PSHE&amp;C Team – state date.</b>	



## APPENDIX F

### **GREATER MANCHESTER POLICE – WIGAN DIVISION DRUG RELATED INCIDENTS IN SCHOOLS – GUIDANCE FOR SCHOOL STAFF**

Greater Manchester Police offer the following guidance to assist schools in dealing with drug related incidents and advice on when it would be appropriate for the school to request Police intervention or assistance.

The current legislation for England and Wales states that schools do not have a statutory obligation to automatically inform the Police of a drug related incident and realises an underlying need for confidentiality when dealing with incidents. Although not statutory, the DfE recommend that all schools have in place an agreed drug policy.

The Wigan School Based Police Officers have the ability to offer confidential advice in connection with drug related incidents, however it is expected in all cases that Restorative Solutions be informed.

All materials should be removed from the young person. Drugs and drug related materials should be stored securely before handing over to the police. These should not be disposed of by staff but can be handed over for disposal and this may be done without identifying the name of the young person at which point, following consultation between the Discipline Officer, Headteacher or other Senior Leaders, no further formal police action will be undertaken. The signature of the police officer removing the materials should be obtained.

A record of the removal should be kept by staff, which includes:

- A name of the person removing the material
- A description of the material
- The circumstances of the removal
- The time and date of the removal
- The time and date the material is placed into secure storage
- The signature of the person putting the article into storage countersigned by a second member of staff
- The time and date of notification to the police and the FWIN number provided by the police control room
- The time and date the material was removed by the police
- The name and signature of the police officer removing the material

When Schools do contact the police, they should telephone Greater Manchester Police, **Telephone number: 0161 872 5050**, who will create a computerised incident log and protection under Section 5 of the Misuse of Drugs Act 1971, actively informing the police of the possession and intended method of disposal.

### **SUBSTANCES FOUND ON SCHOOL PREMISES**

Where a suspected controlled drug or drug paraphernalia is found on or near school premises, and staff cannot identify the owner, the schools should contact Greater Manchester Police, **Telephone number: 0161 872 5050**, informing them of the find and their intention of disposal. The Discipline Officer will provide advice on request, and will deal with the matter if available. The local sharps disposal service is equipped to deal with found or seized needles – Telephone 01942 404364.



## **APPENDIX G**

### **SCHOOL GOVERNORS - ROLE OF THE GOVERNING BODY**

The governing body in association with the Headteacher and schools staff have overall responsibility for the strategic direction of the school

Under the Education Act 1996 governing bodies are required to ensure that schools provide a balanced curriculum which:

- promotes the spiritual , moral cultural, mental and physical development of the pupils at the school and of society
- prepares pupils at the school for the opportunities, responsibilities and experiences of adult life.

As part of their general responsibility for the strategic direction of the school and ensuring that the school meets its statutory obligations in respect of the curriculum governing bodies and Pupil Referral Unit Management Committees have a key role in the development of their schools/units policy on drugs.

The governing body should ensure that the school has a policy, which sets out its role in relation to all drug-related matters.

### **THE GOVERNING BODY SHOULD CONSIDER THIS POLICY FOR APPROVAL**

#### **Policy Development:**

In developing the policy the Governing Body should ensure that:

- the policy is developed in line with the DfE guidance and statutory requirements
- a whole school's ethos and values
- emphasises the importance of staff training and development
- pupils, staff, parents/carers, governors, partner agencies and the wider community are involved and their views are taken into account

#### **The Governing Body should also ensure that the policy:**

- Sets out the school's role in relation to all drug related matters
- Includes procedures for responding to and making referral in respect of a broad range of potential situations involving illegal and other unauthorised drugs
- Clearly defines how, when and in what circumstances the policy will be applied and what constitutes a drug related incident.

### **Policy Implementation**

The Governing Body should ensure that the school:

- Provides adequate staff support and training in respect of drugs education
- Makes available appropriate resources to support the drugs policy
- Makes adequate provision for drugs education within the curriculum
- Makes all staff fully aware of the procedures for managing drug related incidents including who they should inform, and who has authority regarding issues such as the searching of property and involving the police
- Provides parents and carers with information about their child's drug education and provides opportunities for them to become involved in the planning and development of the drugs policy and education programme
- Enables parents and carers to fully understand their roles and responsibilities and have ownership and a commitment to the policy
- Makes details of the policy available to pupils, staff and governors about the policy as part of any induction procedures
- Includes information on the policy in any staff handbook parent/carer booklet and the prospectus
- Has a designated senior member of staff with responsibility for the management of drug related incidents
- Maintains appropriate records

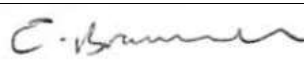
### **Policy Monitoring**

The Governing Body should ensure that it receives either at full Governing body meetings or through an appropriate committee reports on the implementation and impact of the policy. Governing Bodies can appoint a governor with a specific responsibility for drug education but this is not a statutory requirement.

### **Policy Review**

Governors should ensure that the policy is reviewed every two years and that the views of pupils, staff, parents, carers, governors and the wider community are taken into account as part of the review.

This policy will be reviewed every 2 years.

<b>Adopted by the Board of Governors and recorded in the Minutes of the meeting held on:</b>	J Holland Chair of Governors 15/09/2015
<b>Review Date</b>	September 2016
<b>Headteacher</b>	 <b>C Bramwell</b>

## APPENDIX I

AGENCY	ADDRESS	TELEPHONE NUMBER
RESTORATIVE SOLUTIONS	<a href="mailto:restorativesolutions@wigan.gcsx.gov.uk">restorativesolutions@wigan.gcsx.gov.uk</a>	01942 487975
YOUNG PEOPLE'S DRUG & ALCOHOL TEAM	Hyndelle Lodge King Street, Hindley Wigan	01942 777720 – Option 2
GREATER MANCHESTER POLICE (Main Contact Number)	24 hour service	0161 872 5050
WIGAN POLICE – SCHOOL BASED POLICE OFFICER	The Westleigh School Westleigh Lane	01942 202580
WIGAN STREET BASED SERVICES (Can collect disregarded needles) <u>OR</u> ENVIRONMENTAL SERVICES		01942 681917  01942 404364
SINGLE POINT OF CONTACT (SPOC)	24 hour free phone helpline. Confidential advice on drug related issues	0800 389 4463
FAMILY SUPPORT GROUP	<u>Helpline Open</u> : Monday : 1.00pm – 3.00pm Wednesday : 6.30pm – 8.30pm Thursday : 7.00pm – 9.00pm <u>Drop in for Advice:</u> Wednesday : 6.30pm – 8.30pm	0800 458 1092
WILLOW	Based in Leigh with satellite branches throughout the Borough	01942 679300
BRAG For anyone concerned about their own or someone else's alcohol use		01942 256494
SOLV-IT Confidential support and advice on Volatile Substance misuse	<a href="http://www.solveitonline.co.uk">www.solveitonline.co.uk</a>	0153 642 0604
RE-SOLV Confidential support and advice on Volatile Substance misuse	<a href="http://www.resolve.org">www.resolve.org</a>	0178 581 0762
FRANK 24-hour free phone number drugs helpline	<a href="http://www.talktofrank.com">http://www.talktofrank.com</a>	0800 776600