



**Shaw  
Education  
Trust**



# Drugs Policy

**(Misuse of illegal substances)**

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## **1. Aim of the Policy**

The Shaw Education Trust and all its Academies actively seeks to provide an environment where all members of the community are safe from harm. As such, our Academy takes a robust approach to any individual or group that violates our behaviour, drugs or anti-bullying policies, whilst recognising that all pupils need support whether victims or perpetrators.

The Trust acknowledges its legal duties under the Equalities Act 2010 and as such this policy has been equality impact assessed and we believe in line with the act. It does not have an adverse effect on race, gender or disability equality.

It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist and to make informed decisions which keep themselves and other safe, staying within the parameters of the law at all times.

This policy is concerned with the misuse of drugs and works in conjunction with relevant policies, such as; Behaviour Policy, Anti-Bullying Policy (which may be integral to the Behaviour Policy), Safeguarding Policy, PSICHE Policy, Medicines Policy, Health & Safety, etc. Its aim is to outline what is meant by drug misuse, give actions that may be taken by the Academy to prevent misuse and actions taken when misuse has occurred. In addition, it will offer information on how pupils are supported and some useful resources that may be relevant to professionals and parents.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to and concern for the health and well-being of the whole school community. This policy applies at all times to the school premises, school transport as well as school visits/trips/residentials etc.

## **2. Definition of 'Drugs'**

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to illegal substances (those stated within the Misuse of Drugs Act 1971), and also legal substances such as: alcohol, tobacco, volatile substances, and over the counter or prescription medicines.

'Drugs Paraphernalia' refers to such items as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc

The school believes that the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate.

The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on

school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate and this procedure is covered through other documents.

### **3. Shaw Education Trust's stance on Drugs**

The possession, use or supply of illegal and other unauthorised drugs in any Trust Academy is not acceptable. This includes on the school premises, pupils travelling to and from school including school transport, as well as school visits/trips/residentials, and any activity which is linked to the school.

In addition, it should be noted that the behaviour of pupils outside of school can be considered as grounds for exclusion. Our Behaviour Policy will set out when a pupil's behaviour outside of school premises may lead to disciplinary sanctions.

We are committed to safeguarding the health, safety and wellbeing of all members of the school community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care and health and safety of pupils.

### **4. Definition of a Drug Incident**

Drug-related incidents include any or all of the following (this is not an exhaustive list of possible incidents but should act as a guide):

- drugs or drugs paraphernalia found on school premises;
- pupils in possession of illegal or unauthorised drugs;
- pupils supplying unauthorised or illegal drugs;
- pupils under the influence of drugs, or exhibiting signs of intoxication or illness;
- disclosure of drug use;
- information which suggest pupil(s) are involved in substance misuse;
- illegitimate sale/supply of drugs in the school vicinity;
- involvement in 'county line' or gang-related drug issues.

There are unfortunately circumstances when use of legal (and/or illegal) substances may be used by pupils to self-harm. In these incidents, procedures may be somewhat different, and our Safeguarding Policy outlines such information.

### **5. Response to Drug Incident**

If there are any suspicions, observations, disclosures or discoveries of situations which may be judged as a 'drug incident', the following aspects will be actioned/considered:

- a) Priority will be placed on the safety of individuals involved, whether that be seeking emergency medical attention, or applying basic first aid, before any further actions are addressed.
- b) The Headteacher or an available member of SLT will be informed of the situation immediately.
- c) An investigation in line with Academy procedures will be conducted by relevant staff (this may be delegated by the Headteacher/senior member of staff) and statements recorded if appropriate.
- d) The Headteacher or a member of SLT will inform, consult and involve others as necessary. Careful attention will be given to respecting the confidentiality of those involved.
- e) Where there are reasonable grounds for suspecting that a pupil(s) may have an illegal or unauthorised drug, they will be escorted to a senior member of staff who will make every effort to encourage the individual to hand the item(s) over voluntarily.
- f) Where the individual refuses, the Headteacher, or member of staff authorised by them, will use guidance in the ['Searching, Screenings and Confiscation - Advice for Schools' \(July 2022\)](#) and may initiate a search of the pupil's belongings. After any search involving students, parents/carers will be contacted by the school, regardless of whether the result of the search was positive or negative. Parents may possibly be contacted before any search but this is not a requirement and may not be possible due to the urgency of the incident.
- g) Any substance suspected of being a drug will be confiscated. If the substance is suspected to be an illegal drug, the police will be notified immediately, and their guidance followed. In the majority of cases, parents/carers will be notified immediately unless this is not in the best interests for the safeguarding of a pupil.
- h) A detailed record of the incident will be made by the Academy and stored securely within the Academy's recognised systems.

## **6. Police involvement**

For any suspected misuse of illegal drugs, the Police will be contacted, and guidance sought. In the highly unlikely event of a strip search being warranted, only the Police may perform this and do so under the guidance stated in the ['Police & Criminal Evidence Act 1984' \(PACE\)](#) and outlined in

['Searching, Screenings and Confiscation - Advice for Schools' \(July 2022\)](#). An appropriate adult will also be present and if possible, this may be a parent/carer.

## **7. Drug Misuse outside Academy Premises**

Behaviour outside of school can also be covered under this policy as also stated within our Behaviour Policy. If for example, the behaviour directly negatively affects the reputation of the school, or poses a threat to another pupil, member of staff or a member of the public, or if in any way the behaviour may disrupt the orderly running of the school, sanctions in line with our behaviour Policy may be applied.

## **8. Drug Education, Prevention and Support for Pupils**

As part of overall curriculum, we cover the use of drugs. This can occur in subjects like science and also within our PSHE curriculum. This includes the misuse of drugs, the dangers associated with these, and making informed choices. Part of that curriculum includes signposting pupils to relevant agencies who can support them across a range of issues including drug misuse.

The welfare of our pupils is paramount and intervention will be made we feel a pupil is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. We believe that early intervention, where possible, is significant and we work in partnership with external agencies in supporting any pupil who may be affected by this issue.

A list of useful organisations is listed at the end of this document.

## **9. Staff conduct and training, and other Adults**

Misuse of drugs obviously applies to all adults within our Academy too and our staff understand their responsibilities under their own Code of Conduct. In addition, we expect that any adult visitor to our Academy acts appropriately at all times and is never under the influence of any drug which would cause their behaviour to be a concern when visiting, e.g. alcohol, illegal drugs etc.

As part of our Safeguarding training, drug misuse is covered and our staff are able to recognise symptoms and issues, as well as support pupils in the initial stages of any incident.

## **10. Confidentiality & Information sharing**

We will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be

appropriate. Complete confidentiality can never be promised to a pupil although information given in confidence will not generally be disclosed to anyone else. In particular if a pupil chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the pupil comes to no serious harm if this is considered a risk. Regarding disclosures staff will follow the advice given in our Safeguarding & Child Protection policy.



## 11. Useful resources and Organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk)  
Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems  
Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk)  
Website: [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910  
Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com)  
Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)** A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

## Annex A – Woodhey Information

### Links with other Policies or Legislation

- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (Department for Education [DfE], 2022)
- Searching, screening and confiscation: advice for schools 2022 (DfE, 2022)
- Behaviour in schools: Advice for headteachers and school staff (DfE, 2022)
- Keeping Children Safe in Education 2022 (DfE, 2022)
- Woodhey Behaviour Policy (January 2023)

### Links with School's Behaviour Policy:

Possession or distribution of illegal substances falls under the school's non-negotiable behaviours in the school's behaviour policy (pages 9 and 10). The policy states:

#### Non-Negotiable Behaviours

To support ensuring a safe environment that is conducive to learning, the school has a list of non-negotiable behaviours. If any student demonstrates any of the below behaviours listed below, they will immediately be issued with a **C4 – Removal** and the behaviour will result in either an exclusion or suspension, which may be:

- A defined period of time in Reset (up to a limit of 5 days)
- Direction to another school (up to a limit of 5 days)
- Fixed period suspension
- Permanent exclusion

The school's non-negotiable behaviours are:

- Swearing at or about staff (at staff will always result in at least a Fixed Period Suspension)
- Bullying, discrimination or inappropriate language
- Violence and aggression
- **Dangerous banned items**
- Persistent defiant behaviour\*
- Serious inappropriate behaviour\*\*

Page 12 of the school's behaviour policy details the following elements on page 12:

#### Banned Items

As detailed in the DfE's: Searching, Screening and Confiscation: Advice for Schools, document, the below are listed as dangerous banned items:

- Knives and weapons
- Alcohol
- **Illegal drugs**
- Stolen items
- 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 of any person (including the student)
- An article specified in regulations (such as: tobacco and cigarette papers, fireworks and pornographic images)

Headteachers and staff they authorise have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item or any other item that the school rules identify as an item which may be searched for. Further information can be found in the previously mentioned DfE document.



# Shaw Education Trust

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**Pupil &  
people  
centred**

**Act with  
integrity**

**Be  
innovative**

**Be best  
in class**

**Be  
accountable**