



“Maximising students’ abilities, ambitions and academic potential”

Drugs Policy

Recommended by: Staff & Student Committee	
Date: January 2017	
Approved by the Full Governing Body	
Signed: 	
Next Review Due: January 2019	

Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Context

This policy has been written, taking into account national and local guidance, in particular, guidance from the DFE (*DFE and ACPO drug advice for schools*, Sept 2012).

1. The purpose of the College drugs policy is to:

- clarify the legal requirements and responsibilities of the College
- reinforce and safeguard the health and safety of students and others who use the College
- clarify the College's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- enable staff to manage drugs on College premises, and any incidents that occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the College
- clarify the purpose of drugs education within the College

2. Where and to whom the policy applies:

This policy applies to all staff, students, parents/carers, assisting adults, governors and partner agencies working in Broadoak Mathematics and Computing College. The policy applies to those:

- Taking part in any College-organised or College--related activity (outside of normal hours), or
- Travelling to or from College, or
- Wearing College uniform, or
- In some other way identifiable as a student of Broadoak

The scope of the policy extends to, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the College, or
- Poses a threat to another student or member of the public, or
- Could adversely affect the reputation of the College

Illegal drugs must not be brought onto the College site at any time by any of the College's stakeholders.

Alcohol may only be brought onto the College site by staff with the Headteacher's permission and for legitimate College functions.

All College trips and visits, including those with a residential element are covered by this Policy. On such visits the Policy applies to all students, **irrespective of age**. It is a condition of accepting a place on a College visit that the student, even if over 16 years, will comply fully with the policy.

Staff and other adults assisting with College visits and residential visits are also required to comply fully with the Policy. On some residential visits it will be appropriate for a duty rota to be arranged. Staff on duty, or about to be on duty and who will therefore have responsibility for the direct supervision of students are required to follow this Policy. In these circumstances staff 'off duty' may leave the area to smoke or for an alcoholic drink. Drivers must not drink at all in the period leading up to driving, even if 'off duty'. Any off duty consumption of alcohol must be discreet and in moderation.

3. The definition of a drug:

Within this policy a drug refers to a substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled) and new psychoactive substances (NPS)
- all over-the-counter and prescription medicines.

4. The College's stance towards drugs, health and the needs of students:

Broadoak Mathematics and Computing College has a zero tolerance policy towards the possession, use or supply of illegal drugs and other unauthorised drugs within the College boundaries which are outlined in (2).

The first concern in dealing with a medical emergency involving drugs is the health and safety of the College community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

5. RESPONSES FOR MANAGING DRUG RELATED INCIDENTS

Incident	First Occasion	Second Occasion	Third occasion	Fourth Occasion
<p>Possession of Class C or Class B drugs (including Cannabis and some new psychoactive substances (NPS) previously referred to as 'legal highs')</p>	<p>Permanent or Fixed Term Exclusion, subject to consideration of all factors. (See Behaviour and Exclusions Policies)</p> <p>Incident logged. Parents and student understand legal position from Headteacher. Police informed.</p> <p>Appropriate guidance will be provided by the College.</p>	<p>Permanent Exclusion (See Behaviour and Exclusions Policies)</p>		
<p>Possession and consumption of Alcohol/new psychoactive substances (NPS) (previously referred to as 'legal highs')</p>	<p>Substance confiscated only to be returned to parent / carer.</p> <p>Parents phoned and letter home.</p> <p>Incident logged. Appropriate Level 3 sanction, including possible Fixed Term or Permanent Exclusion, subject to consideration of all factors. (See Behaviour and Exclusions Policies)</p> <p>Appropriate guidance will be provided by the College.</p>	<p>Substance confiscated. Parents called to collect student. Fixed Term or Permanent Exclusion. (See Behaviour and Exclusions Policies)</p> <p>Risk assessment for student and College. Possible behaviour/ health intervention.</p>	<p>Further risk assessment and behaviour assessment.</p> <p>Permanent Exclusion. (See Behaviour and Exclusions Policies)</p>	
<p>Possession of cigarettes/ e-cigarettes ('vapes') / caught smoking or 'vaping'</p>	<p>Items confiscated only to be returned to parent / carer. Parents notified.</p> <p>Incident logged and appropriate Level 3 sanction including possible Inclusion Base and / or Fixed Term Exclusion. (See Behaviour and Exclusions Policies)</p>	<p>Items confiscated. Parents notified.</p> <p>Inclusion Base and / or Fixed Term Exclusion. (See Behaviour and Exclusions Policies)</p>	<p>Items confiscated. Parents notified. Student sent home.</p> <p>Inclusion Base and / or Fixed Term Exclusion. (See Behaviour and Exclusions Policies)</p>	<p>Items confiscated. Parents notified.</p> <p>Inclusion Base and / or Fixed Term or Permanent Exclusion. (See Behaviour and Exclusions Policies)</p>

<p>Possession of suspected Class A Drug</p>	<p>Substance confiscated. Parents and Police contacted</p> <p>Permanent Exclusion. (See Behaviour and Exclusions Policies)</p> <p>Appropriate guidance will be provided by the College.</p>			
<p>Social supply of or dealing for profit illegal drugs / new psychoactive substances (NPS)</p>	<p>Substance confiscated. Parents contacted and Police.</p> <p>Investigation into any network of illegal drugs use.</p> <p>Permanent Exclusion. (See Behaviour and Exclusions Policies)</p> <p>Appropriate guidance will be provided by the College.</p>			

Drug-related incidents involving stakeholders will be dealt with in line with the Disciplinary Policy.

The College recognises that there are instances where other non-controlled substances may legitimately be in College.

Medicines

See Medicines Policy.

Alcohol

Use and consumption of alcohol at College can only be authorised by the Headteacher. In keeping with our duty of care, employees are not permitted to consume alcohol during the College day, or at any time when they will be subsequently supervising children. Students should not bring alcohol onto College premises.

Tobacco

Broadoak Mathematics and Computing College, in line with all North Somerset Council buildings, is a non-smoking site. Students should not bring tobacco onto College premises.

New psychoactive substances (NPS)

New psychoactive substances (NPS) (previously known as legal highs) should not be brought onto or used on College premises, or at any time when on trips/activities organised by or for College staff and students

6. Staff with key responsibility for drugs:

- Assistant Headteacher, i/c PSHCE
- Management of drug related issues in College: Headteacher
- If any member of staff has concerns about any drug related incident then they should immediately inform a member of the Senior Leadership and Management Team.

7. The College delivers a balanced curriculum which:

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

Drug education is a major component of drug prevention and is an important aspect of the College curriculum. Its aim is to provide opportunities for students to develop their **knowledge, skills, attitudes** and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It aims to:

- i. increase students' **knowledge** and understanding of:
 - facts and laws about illegal drugs, alcohol and tobacco use and misuse
 - the personal and social consequences of use and misuse for themselves and others, including families and communities
- ii. develop students' personal and social **skills** to make informed choices to keep themselves safe and healthy, including:
 - assessing, avoiding and managing risk
 - communicating effectively
 - resisting pressures

- finding information, help and advice
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem
- iii. enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences.

Drug education is delivered through PSHCE and Science lessons. This is updated when Schemes of Learning are revised. It is delivered within a safe, secure and supportive learning environment.

8. Monitoring and reviewing:

The teaching of drug education will be monitored and reviewed via the curriculum areas within which it is taught. This will be completed through established College monitoring arrangements.

9. Management of drugs at College:

Searches

The College will follow national guidelines to conduct searches where required. If this is refused they will consider whether to call the police.

Searches will be conducted in such a way as to minimise potential embarrassment or distress.

Personal Searches

When a person is suspected of concealing illegal drugs or other unauthorised drugs staff will carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be an illegal drug, and the College wishes to proceed along formal lines, then the police will be called.

Searches of College property

Staff may search College property if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the College may proceed with a search. Where consent is refused, the College will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The College will not search personal property without consent. If the College wishes to search personal property, including students' property stored within College property, for example a bag or pencil case, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the College, regardless of whether the result of the search is positive or negative.

The law permits College staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected illegal drugs staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag or envelope and include details of the date and time of the seizure/find and witness present.
- store it in secure place
- **without delay** notify the police, who will be asked to collect it and then store or dispose of it. **The law does not require a College to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will do so. Liaison will take place to ensure the safe disposal of any substances.** Where a student is identified the police will be required to follow set internal procedures
- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The College may inform appropriate external agencies, including the police, if we are aware of any issues regarding the inappropriate sale or supply of tobacco, alcohol or other substances **such as vapes**.

Parents/carers will be informed and informed alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Medicines

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the medicines policy.

Disposal of drug paraphernalia

Needles or syringes found on College premises will be placed in a sturdy, secure container, using gloves. Used needles and syringes will be disposed of appropriately and not put in domestic waste.

10. Police contact:

Contact details are available from the College office. If they are unavailable, a message should be left to contact the College and in the case of illegal drugs, the local Police Station should then be telephoned.

11. Referral and external support:

Year Leaders, SENCO and Senior Leadership and Management Team are responsible for referral to agencies. A list of local support services and national help lines/websites is available for students and parents on the College website. Referrals will normally be agreed through Pastoral Support Plans or other meetings with parents/carers.

Students are made aware of the various internal and external support structures via PSHE. Local support services and national help lines / websites are advertised on year notice boards.

12. Confidentiality:

Teachers cannot promise total confidentiality to students or parents/carers. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of Senior Leadership and Management Team (usually the Designated Teacher).

The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation
- referral to external services.
- Every effort will be made to secure the student's agreement to the way in which the College intends to use any sensitive information.

It may be necessary to invoke child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the College will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- where there is a child protection issue
- where a life is in danger.

13. Involvement of parents / carers / visitors:

In any incident involving illegal drugs and other unauthorised drugs the College will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the College suspects that this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the College will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the College's Designated Teacher should be consulted and local child protection procedures followed.

Parents/carers are encouraged to approach the College if they are concerned about any issue related to drugs and their child and the College will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on College premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the College will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home. The college may refer to Social Care if they have concerns about a student's welfare and the impact of parent/carers' illegal drug or alcohol use.

14. The role of governors:

The College governors will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.