

# Substance Misuse Policy

**Designated Teacher:** Senior leader with responsibility for safeguarding  
**Reviewed by:** Governors Policy Committee  
**Date:** July 2021  
**Version:** 1.0

# **SUBSTANCE MISUSE POLICY**

*To be reviewed every five years or when legislation changes*

## **1. INTRODUCTION**

- 1.1 The GORSE Academies Trust (TGAT) is committed to the safeguarding of and promoting the welfare of students. We believe all staff and visitors have an important and unique role to play in child protection and safeguarding of students.
- 1.2 This policy is intended to outline the Trust's approach to education about substance misuse and our response to matters related to the misuse of substances, as this has an impact upon the wellbeing and safety of individual students and members of the trust establishment community.
- 1.3 The policy is in place to ensure that all students and staff are safeguarded and that our Trust establishments fulfil their legal and statutory responsibilities.
- 1.4 The policy gives guidance to students, parents/carers and staff on:
- What substances are allowed on Trust establishment premises and in what circumstances
  - How the health and safety of the Trust establishment is safeguarded
  - What action we will take if an incident related to illicit or illegal substances occurs
- 1.5 This policy is written in conjunction with Trust policies that promote the welfare of students, including:
- Safeguarding & Child Protection
  - Administering Medications
  - First Aid
  - Health and Safety
  - Safer Recruitment
  - Allegations Management
  - Relationship, Sex and Health Education (RSHE)
  - Whistleblowing Policy
  - Behaviour and Positive Discipline (PD)
  - Trust establishment Visits and Residential Trips
  - Staff Code of Conduct
- 1.6 We believe:
- Our trust establishments can contribute to the prevention of substance misuse
  - All students have the right to be protected from harm

- Students need support which matches their individual needs, including those who may have experienced substance misuse or misused substances
- Students need to be safe and feel safe in each and every Trust establishment

1.7 Each Trust establishment will fulfil local and national responsibilities as laid out in the following documents:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2020)
- Association of Chief Police Officers (ACPO) Drug Advice for Schools (DfE September 2012)
- The Misuse of Drugs Act 1971 (Amendment) Order 2015
- The Medicines Act 1968
- Children's and Families Act 2014
- Education Act 2011 s175/157
- Education and Inspections Act 2006
- Teachers Standards (updated June 2013)
- Information Sharing – Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers (July 2018)

## 1.8 **Overall Aims**

1.8.1 To contribute to the prevention of substance misuse experiences in the following ways:

- Clarifying standards of behaviour for staff and students
- Introducing appropriate work within the curriculum
- Developing staff awareness of the causes of substance misuse
- Encouraging students and parental participation in awareness raising practice
- Addressing concerns at the earliest possible stage

1.8.2 To contribute to the protection of students and the prevention of substance misuse in the following ways:

- Including appropriate work within the curriculum
- Implementing safeguarding & child protection policies and procedures
- Working in partnership with students, parents/carers and agencies

1.8.3 Contributing to supporting our students in the following ways:

- Identifying individual needs where possible
- Designing plans to meet individual needs
- Developing staff awareness of the causes of substance misuse
- Addressing concerns at the earliest possible stage

1.9 This policy is available to view by all interested parties on trust establishment websites and a copy will be made available upon request.

## 2. **DEFINITION**

- 2.1 Substance misuse is the harmful use of substances (like drugs and alcohol) for non-medical purposes. The term substance misuse often refers to illegal drugs. However, legal substances can also be misused, such as alcohol, prescription medications, caffeine, nicotine, new psychoactive substances (NPS) and volatile substances (e.g. petrol, glue, paint).
- 2.2 Illicit drugs include illegal drugs (such as cannabis, opiates, and certain types of stimulants), pharmaceutical drugs (such as pain-killers and tranquillisers) when used for non-medical purposes, and other substances used inappropriately (such as inhalants).
- 2.3 A controlled substance is generally a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated a controlled drug.
- 2.4 The use of volatile substances as drugs involves breathing in gases or vapours from household and industrial products such as aerosols and lighter refills. These substances are volatile, meaning that they evaporate and can be inhaled without burning or heating them up.
- 2.5 NPS are designed to mimic the effects of illegal drugs but are structurally different to these drugs and therefore are not classified as illegal under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and can contain controlled drugs making them illegal to possess. NPS will be treated in the same respect as other controlled drugs. All NPS are prohibited, whether legal, or controlled under the Misuse of Drugs Act 1971 either as Class A, B or C drugs, or through temporary class drug order (TCDO).

### **3. THE LAW AND SUBSTANCE MISUSE**

- 3.1 The Misuse of Drugs Act 1971 is intended to prevent the non-medical use of certain drugs. For this reason it controls not just medicinal drugs (which will also be in the Medicines Act) but also drugs with no current medical uses. Drugs subject to this Act are known as controlled drugs. The law defines a series of offences, including unlawful supply, intent to supply, import or export (all these are collectively known as trafficking offences), and unlawful production and unlawful possession. To enforce this law the police have the special powers to stop, detain and search people on 'reasonable suspicion' that they are in possession of a controlled drug.
- 3.2 The Misuse of Drugs Act regulates what are termed controlled drugs. It divides drugs into three classes as follows:
  - Class A: These include, cocaine and crack (a form of cocaine), ecstasy, heroin, Lysergic Acid Diethylamide (LSD), methadone, methamphetamine (crystal meth), magic mushrooms containing ester of psilocin and any Class B drug which is injected
  - Class B: These include amphetamine (not methamphetamine), barbiturates, codeine, ketamine and cannabis. All cathinone derivatives, including mephedrone, methylone, methedrone and Methylenedioxypropylone (MDPV) were brought under control as Class B substances in 2010
  - Class C: These include anabolic steroids, minor tranquillisers, gamma - Butyrolactone (GBL) and gamma-Hydroxybutyric acid (GHB), and khat

- 3.3 Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act can include:
- Possession of a controlled drug
  - Possession with intent to supply another person
  - Production, cultivation or manufacture of controlled drugs
  - Supplying another person with a controlled drug
  - Offering to supply another person with a controlled drug
  - Import or export of controlled drugs
  - Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs (smoking of cannabis or opium but not use of other controlled drugs) or supply or production of any controlled drug
  - Certain controlled drugs such as amphetamines, barbiturates, methadone, minor tranquillisers and occasionally heroin can be obtained through a legitimate doctor's prescription. In such cases their possession is not illegal
- 3.4 It is illegal for someone under the age of 18 to buy alcohol, attempt to buy alcohol or be sold alcohol. It is an offence for a vendor to knowingly sell alcohol to an under 18 year old. It is illegal for an adult to purchase alcohol or attempt to purchase alcohol for someone under the age of 18 in the UK.
- 3.5 Solvents (aerosols, gases, glues etc.) are not illegal to possess, use or buy at any age. In England and Wales, it is an offence for a shopkeeper to sell them to an under 18-year-old if they know they are to be used for intoxicating purposes. The government has extended this legislation to make it illegal for shopkeepers to sell lighter fuel (butane) to under 18s whether or not they know it will be used for intoxicating purposes.
- 3.6 It is not an offence for people of any age to use cigarettes or other tobacco products. It is an offence for a vendor to sell tobacco products to someone they know to be under 18 years old.
- 3.7 Minor tranquillisers (librium, valium etc.) are controlled under the Misuse of Drugs Act as Class C drugs but the possession offence is waived so that it is not illegal to possess or use them without a prescription. It is an offence to sell or supply them to another person. The exception is temazepam and rohypnol tranquillisers which are illegal to be in possession of without a prescription.
- 3.8 Where it is suspected that there is misuse of an illegal substance or an unknown substance is classified as a controlled drug, the Trust establishment will notify the police and uphold the law with regards to controlled substances. This will include NPS if it is unknown what substances they contain.

#### **4. SUBSTANCE MISUSE EDUCATION**

- 4.1 The policy alongside the RSHE Policy gives guidance on the role of staff during substance misuse education, its development, delivery and monitoring.
- 4.1.1 It indicates how the trust follows local and national strategies.

- 4.2 Substance misuse education is part of a planned approach to RSHE lessons and is delivered in a supportive environment, where ground rules are established and students feel able to discuss these issues with their teachers and peers. This will help them to establish a set of values, understand risk and consequence and practice harm reduction in all aspects of their lives.
- 4.3 Through RSHE students will learn how to make informed choices, develop personal initiative and take responsibility, develop assertiveness and be aware of positive and negative risks.
- 4.3.1 We will use a combination of skilled teachers and external agencies to ensure that substance misuse education engages students and that they receive informative and factual knowledge that they can understand and apply to their lives.

## 5. ROLES AND RESPONSIBILITIES

- 5.1 Staff with specific responsibilities for substance misuse education and substance-related matters:

<b>Title of Staff Member</b>	<b>Specific responsibilities</b>
Assistant Principal with responsibility for Inclusion	<ul style="list-style-type: none"> <li>• Policy development and review, including consultation with staff, students, parents and carers and local agencies</li> </ul>
Principal/ Vice Principal	<ul style="list-style-type: none"> <li>• Implementing the policy; monitoring and assessing its effectiveness in practice</li> </ul>
PSHCEE/ SEAL co-ordinator	<ul style="list-style-type: none"> <li>• Co-ordinating PSHCEE/SEAL and substance misuse education</li> </ul>
Principal/ Vice Principal/ Assistant Principals	<ul style="list-style-type: none"> <li>• Managing substance related incidents</li> </ul>
Assistant Principals/ Pastoral support teams/ child protection designated officers	<ul style="list-style-type: none"> <li>• Establishing and maintaining links with external agencies</li> </ul>
Assistant Principals	<ul style="list-style-type: none"> <li>• Liaising with link schools to ensure a smooth transition</li> </ul>
Child protection teams	<ul style="list-style-type: none"> <li>• Accessing and coordinating training and support for staff</li> </ul>
Principal/ Vice Principal	<ul style="list-style-type: none"> <li>• Liaising with local media</li> </ul>
Designated First Aiders	<ul style="list-style-type: none"> <li>• First Aid (a list of designated first aiders is kept in a central area)</li> </ul>

## 6 MANAGEMENT OF SUBSTANCES

- 6.1 All substance related incidents will be treated as serious.
- 6.2 Staff must keep a record of an incident of this nature on the Substance Misuse Form (see Appendix 3).
- 6.3 Any member of the teaching and non-teaching staff may be required to respond to a substance misuse incident. It is important that staff familiarise themselves with the

following guidance in order to feel confident that they deal with any incident consistently, in a timely manner and in line with the Trust policy.

- 6.4 It is equally important that adults keep any incident that may arise in perspective: most young people do not misuse substances. Should an incident occur, our immediate concern is for the welfare of the student/s involved and the Trust establishment community. The fact that a substance is involved should not alter the decision to pursue our pastoral and/or disciplinary procedures.
- 6.5 Staff should be alert to identifiable changes in a student's demeanour, appearance and/or behaviour (for example, having large sums of money on them, being drowsy or being over active in class) but must bear in mind that substance misuse is only one of several explanations.
- 6.6 Similarly, there may be other explanations for the possession of substance related paraphernalia, such as aluminium foil etc. However, concerns should be passed on through the pastoral and behaviour system.
- 6.7 All staff new to the Trust establishment will be introduced to the safeguarding policies as part of the induction programme.

## **7 MEDICINES**

### **7.1 Proprietary medicines**

- 7.1.1 No member of staff may give any kind of medicine to a student, without parental permission.
- 7.1.2 Students should not bring proprietary medicines like painkillers and cough mixtures into the Trust establishment. However, if a student is likely to need a non-prescribed medicine, it is the parent/carers responsibility to ensure that the student has only the minimum required in their possession, solely for their own use. If a student is carrying non-prescribed medicine the parents/carers should inform the relevant member of staff.

### **7.2 Prescribed medicines**

- 7.2.1 If a student is required to take prescribed medication, parents/carers should advise the Trust establishment and most appropriate member of staff.
- 7.2.2 If a student is likely to suffer any contra-indications such as drowsiness, the Trust establishment must be informed.
- 7.2.3 It is the parent/carer's responsibility to ensure that the student has only the minimum medication required for the day in their possession, and solely for their own use.
- 7.2.4 Medicine should be handed to the appropriate service/member of staff for safe storage.

## **8 ALCOHOL**

- 8.1 No student may have alcohol in any form on Trust establishment premises. This includes bottles and cans of drink such as shandy and alcopops.

- 8.2 No student should consume alcohol in any form during the Trust establishment day, on or off premises.
- 8.3 Members of staff should not consume alcohol or be affected by alcohol when working with students. If there is concern raised with regards to a member of staff the Allegations Management Policy and procedures should be followed.
- 8.4 Consumption of alcohol by adults at organised social events should be at the discretion of the Principal and/or Governing Body, in line with licensing laws.

## **9 SMOKING AND TOBACCO**

- 9.1 Every Trust establishment is a non-smoking building.
- 9.2 No student should bring any tobacco product or associated items such as lighters, matches or e-cigarettes into the Trust establishment.
- 9.3 Students are not allowed to smoke tobacco or e-cigarettes on or around Trust establishment premises or on visits or Trust establishment related social events. If a student is found to be smoking staff members should follow PD procedures.

## **10 VOLATILE SUBSTANCES**

- 10.1 The storage of authorised volatile substances is covered in the Health and Safety policy.
- 10.2 Staff are responsible for ensuring the safe use of volatile substances in the Trust establishment.
- 10.3 Students are able to bring the following into the Trust establishment for their specific purpose:
- Deodorant roll-ons
  - Non-toxic glues such as Pritt and Uhu
  - Correction fluid such as Tippex is not allowed
- 10.4 Unauthorised products will be confiscated.
- 10.5 Staff should be made aware of the physical effects of Volatile Substance Abuse (VSA), particularly the possible effect on heart rhythm. It is essential that a calm atmosphere is maintained if a student is found to be intoxicated, in order to avoid shock and/or heart failure.

## **11 TRUST ESTABLISHMENT PROPERTY AND SEARCHES**

- 11.1 The 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 student's property as a disciplinary penalty, where reasonable to do so.
- 11.2 A student can be encouraged to open their bags and pockets for examination. This should always be done in the presence of the student and with two adult witnesses in attendance.



- 11.3 Members of staff do have the right to search personal possessions such as students' bags and coats if two members of staff are present at the time of search. It is preferable that one of these members of staff is a senior leader, if possible.
- 11.4 Members of staff may search Trust establishment property such as a locker if it is believed there are grounds for this.
- 11.5 Any search of Trust establishment property should be conducted in the presence of the student concerned and with another adult in attendance.
- 11.6 The person making a search of a student's person should be of the same gender.
- 11.7 It is important that all staff understand the implications of searches in the context of substance related incidents. Anyone who carries out or witnesses such a search may be required to give evidence should police action follow: it is important that as few people are directly involved in the process as possible. Any findings of an illegal nature must be passed on to the police as soon as possible.
- 11.8 Where a substance is found which is not believed to be a controlled drug these can be confiscated where a member of staff believes this to be harmful or detrimental to good order and discipline. This would include NPS.
- 11.9 If staff are unable to identify the legal status of a substance it must be treated as a controlled drug.
- 11.10 Any suspected substance should be handled as little as possible.
- 11.11 Parents/carers must be informed of the incident and the action that will be taken

## **12 FIRST AID**

- 12.1 A list of designated first aiders is available in a central area.

## **13 INVOLVEMENT OF PARENTS/CARERS**

- 13.1 Parents/carers have a key role to play in substance misuse education and students developing responsible attitudes to substances. Their views on the substance education and the management of substance related incidents will form part of the process of policy review.
- 13.2 Parents/carers are encouraged to approach the Trust establishment at any time if they have any concerns about substance misuse issues in relation to their child. This can then be referred on to the pastoral support team/child protection officers, as appropriate.
- 13.3 If a student is found to be misusing substances in any way in the Trust establishment the parent/carers will be informed as soon as possible, unless there are indications that this would not be in the interests of the student or would put them at risk of harm or significant harm.

## **14 STUDENTS OF PARENTS/CARERS WHO MISUSE SUBSTANCES**

14.1 It is recognised that students with parents/carers who misuse substances may be vulnerable in different ways and the Trust establishment will provide support for students who live in challenging circumstances.

14.2 If a member of staff is concerned about the welfare of a student due to parental substance misuse or a student discloses a concern of this nature the Child Protection Policy and procedures should be followed in a timely manner.

## **15 CONFIDENTIALITY**

15.1 As with all child protection issues, confidentiality cannot be promised.

15.2 Members of staff should make clear what the boundaries of confidentiality are so that the student understands how and why sensitive information may be passed on.

15.3 The student's right to privacy should be respected, regardless of the gravity of the incident, so sensitive information should only be shared with relevant people/agencies.

## **16 LOCAL MEDIA**

16.1 Contact with local media in the context of substance related issues will be through the Executive Principal/Principal only.

16.2 The Executive Principal/Principal will liaise with appropriate agencies.

## **17. GOVERNING BODY**

17.1 The Board of Governors will appoint a member who oversees the implementation of this policy. In most cases, this will be the governor responsible for Safeguarding.

17.2 The Board of Governors will be involved in disciplinary incidents related to the content of this policy.

## **18 PASTORAL SUPPORT**

18.1 We recognise that substance misuse can often be a symptom of other underlying concerns and difficulties that students face and the safety and wellbeing of students is a priority. In all incidents of substance misuse we will prioritise the health and wellbeing of the student. We will also consider the needs and welfare of the Trust establishment community.

18.2 We aim to identify the needs of students as part of an early intervention process, which will include identifying students, educating them and providing targeted prevention support.

18.3 Where a student is identified as misusing substances we will ensure that support that meets the individual needs of the student is given. This may include internal support, such as counselling or mentoring and referrals and signposting to external agencies, such as Forward Leeds.

## 19 EXTERNAL AGENCY SUPPORT

19.1 The following local agencies provide support for individuals with problematic or potentially problematic drug use. This information is available for all members of the Trust community. Both students and staff with problematic substance misuse difficulties are entitled to support.

Area	Agency	Telephone	Website
Alcohol	Leeds Addiction Unit	0113 855 9540	<a href="http://www.lau.org.uk/">www.lau.org.uk/</a>
Smoking	Leeds Smoking Services	0800 1694219	
Drug use and Volatile Substance misuse	Leeds Addiction Unit	0113 855 9540	<a href="http://www.lau.org.uk/">www.lau.org.uk/</a>
	Forward Leeds (PLATFORM) – all substances service for young people, and parent/carers	0113 8872477	<a href="https://www.forward.leeds.co.uk">https://www.forward.leeds.co.uk</a>
	Chantelle Bleau Memorial Fund (volatile substances)		<a href="http://www.vsaonline.co.uk/">www.vsaonline.co.uk/</a>
Support for Parents/ Carers	GASPED	01924 787501 Helpline: 0845 146 0002	<a href="http://www.gasped.org.uk/">www.gasped.org.uk/</a>
	Carers Leeds		<a href="http://www.carersleeds.org.uk/Drug_-_Alcohol_Misuse_Support">http://www.carersleeds.org.uk/Drug - Alcohol Misuse Support</a>

### KEY NATIONAL ORGANISATIONS:

Drugscope	<a href="http://www.drugscope.org.uk">www.drugscope.org.uk</a>		Information updates
Frank	<a href="http://www.talktofrank.com">www.talktofrank.com</a>	0800 776600	Information, support
Adfam	<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>	020 79288898	Information, support
NHS	<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>	0845 46 47	Information, support
	<a href="http://www.drugs.gov.uk">www.drugs.gov.uk</a>		Information
Turning Point	<a href="http://www.turning-point.co.uk">http://www.turning-point.co.uk</a>		Information

### INFORMATION ABOUT SUBSTANCE MISUSE

**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)

**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/14](http://www.drugeducationforum.com/14)

**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)

**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)

## HELPLINES

**Connect Helpline Leeds** 0808 800 12 12 - Open 6:00pm - 10:30pm every night of the year

**Hettys** 08000 85 09 41 Support service for people affected by another person's drug use based in Nottinghamshire 7 days a week from 9:00am to 7:00pm

**Drink line** 08009 17 82 82 Supporting people affected by another person's drinking

**Al-Anon** 020 7403 0888 Supporting people affected by another person's drinking

**Families Anonymous** 08451 200660 Supporting people affected by someone else's drug use

**Grandparents Plus** 0300 123 7015 Monday to Friday 10:00am to 3:00pm  
**Grandparents Association** 0845 434 9585

## **APPENDICES**

Appendix 1- Alcohol & Volatile Substances

Appendix 2 - Disclosure of Substance Misuse by Student

Appendix 3 - Drug Incident Book pro-forma

Appendix 4 - Handling Drugs and Paraphernalia

Appendix 5 - Parents/ Carers and Visitors affected by Substances on Trust establishment

Appendix 6 - Students Supplying Substances within a Trust establishment

Appendix 7 - Students Suspected of Personal Possession of an Illegal Substance in a Trust establishment

Appendix 8 - Student Misusing and/or Supplying Substances Outside of the Trust establishment

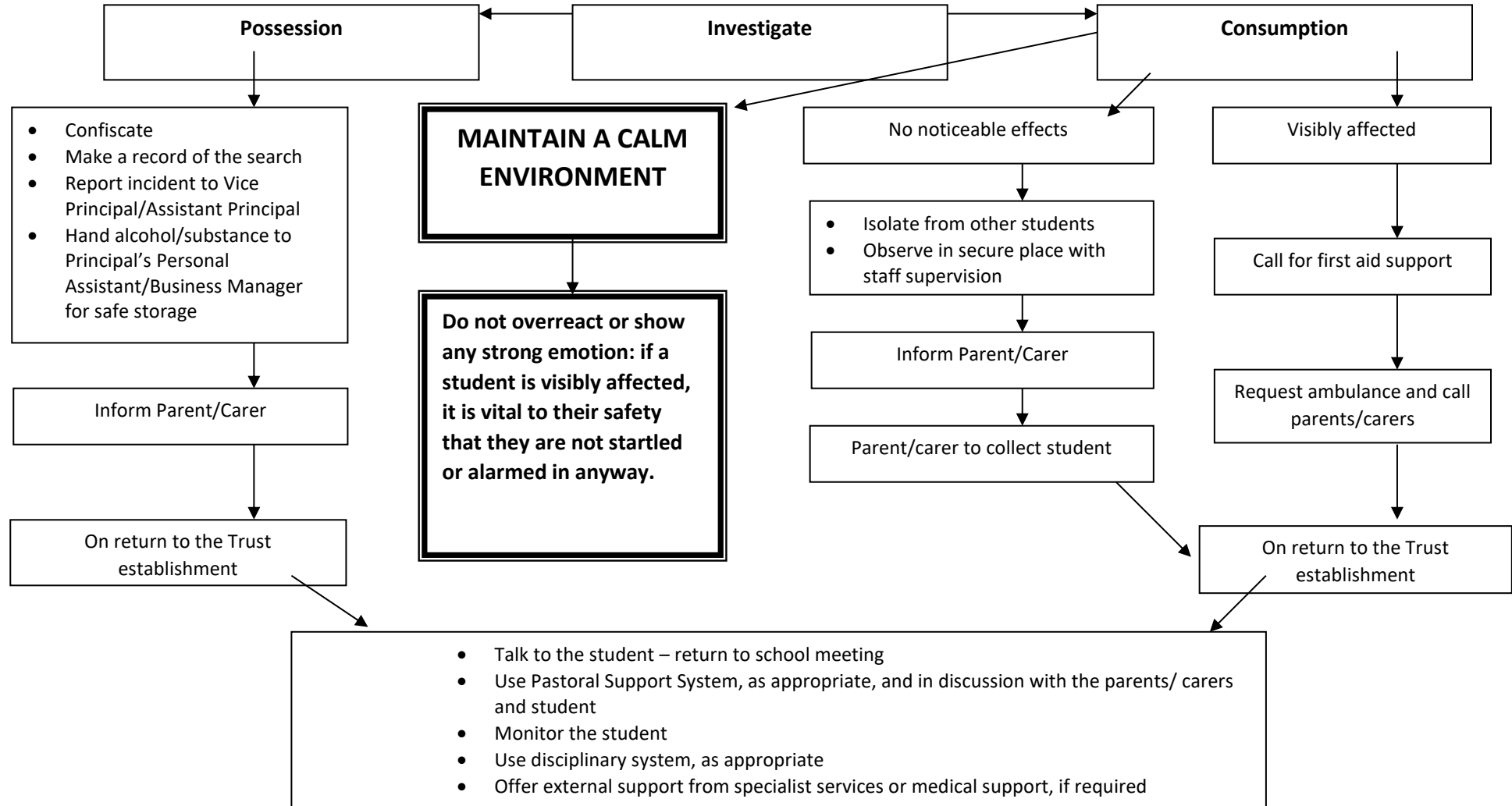
Appendix 9 - Students Misusing Substances within a Trust establishment

Appendix 10 - Rumour or Report of Substance Misuse in a Trust establishment

Appendix 11 - Smoking in a Trust establishment

Appendix 12 - Supplying cigarettes in a Trust establishment

# ALCOHOL & VOLATILE SUBSTANCES



## DISCLOSURE OF SUBSTANCE MISUSE

Make clear the confidentiality notice and staff responsibilities to protect students from harm

If a student chooses to continue with the disclosure:

- Listen and reassure
- Clarify the details and as much information as possible
- Avoid personal judgments
- Offer support
- Let the student know what will happen next

Complete a Cause for Concern and hand to the Designated Child Protection Officer/Lead

- Child protection officer speaks to the student
- Follows child protection procedures
- Provide information about local support
- Inform Parent/Carer, unless this puts the student at risk of harm or significant harm
- Meeting with parents/carers
- Discuss involvement of in pastoral support in the Trust establishment

Referral to pastoral support system and external support, if appropriate

If the student chooses not to continue with the disclosure.

- Give them another opportunity to discuss this
- Reassure them that you will not make judgments and will offer support

Direct to sources of information about local and national services, helplines and websites

Complete a Cause for Concern about the partial disclosure to Designated Child Protection Lead/Officer for investigation

- Designated officers speak to student
- Investigate the concern
- Offer pastoral support
- Follow child protection procedures dependent upon the outcome

**RECORD OF SUBSTANCE MISUSE INCIDENT**

Seen by Principal:		Date:		Log Book No:	
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**Information**

Name of Student:		Year Group/ Class:	
Date:		Time:	
Place:		Staff Involved:	
Names of witnesses:			
Name of Senior Leader:			

**Reason for Report:** to prevent a student from doing or continuing to do:

Emergency intoxication		Suspicion of intoxication		Discovery of substances	
Disclosure of substances by student		Parent/carer concern		Rumour/ disclosure by other student	



**Health** (any impacts of the health or wellbeing of the student)

**Medical Treatment**

First Aider called (please state name)		Referral to GP (by whom)	
First aid administered		Emergency – taken to hospital	

**Details of the incident:**

<b>First Incident:</b> Y/N	<b>If no briefly describe previous incidents</b>
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**Substance Involved (if known) –** Include a description of the substance/ packaging

**Action Taken**

<b>Substance passed to police (Date and time)</b>		<b>Parent/carers informed: (Date and time)</b>	
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**Student's view of incident:**

**Impact on other students:**

**Further action taken: (referral to pastoral support, external agencies, fixed term exclusion, etc.)**

# HANDLING SUBSTANCES AND PARAPHERNALIA

In case of future police action, substances and paraphernalia should be handled by as few people as possible. The most senior member of staff present at the search should do this. However, where another staff member has handled the drug/substance initially, they should continue, under the supervision of the senior leader.

Found on premises

Health & Safety procedures are paramount

Refer to safe handling/disposal of drugs and drug paraphernalia

- Package securely
- Label the item clearly\*

Confiscated

- Package securely
- Label the item clearly\*

Record Action taken in Substance Misuse Incident Book

Record action taken in Substance Misuse Incident Book

Senior leader/most senior member of staff decides if police involvement is required.

No

Yes

- Arrange for disposal via police **or** medical facility
- Contact parents/carers
- Record the police incident number

- Place in Trust establishment safe in presence of named witness
- Allow limited access to this safe until evidence is removed by police
- Contact parents/carers
- Member of staff supervises students

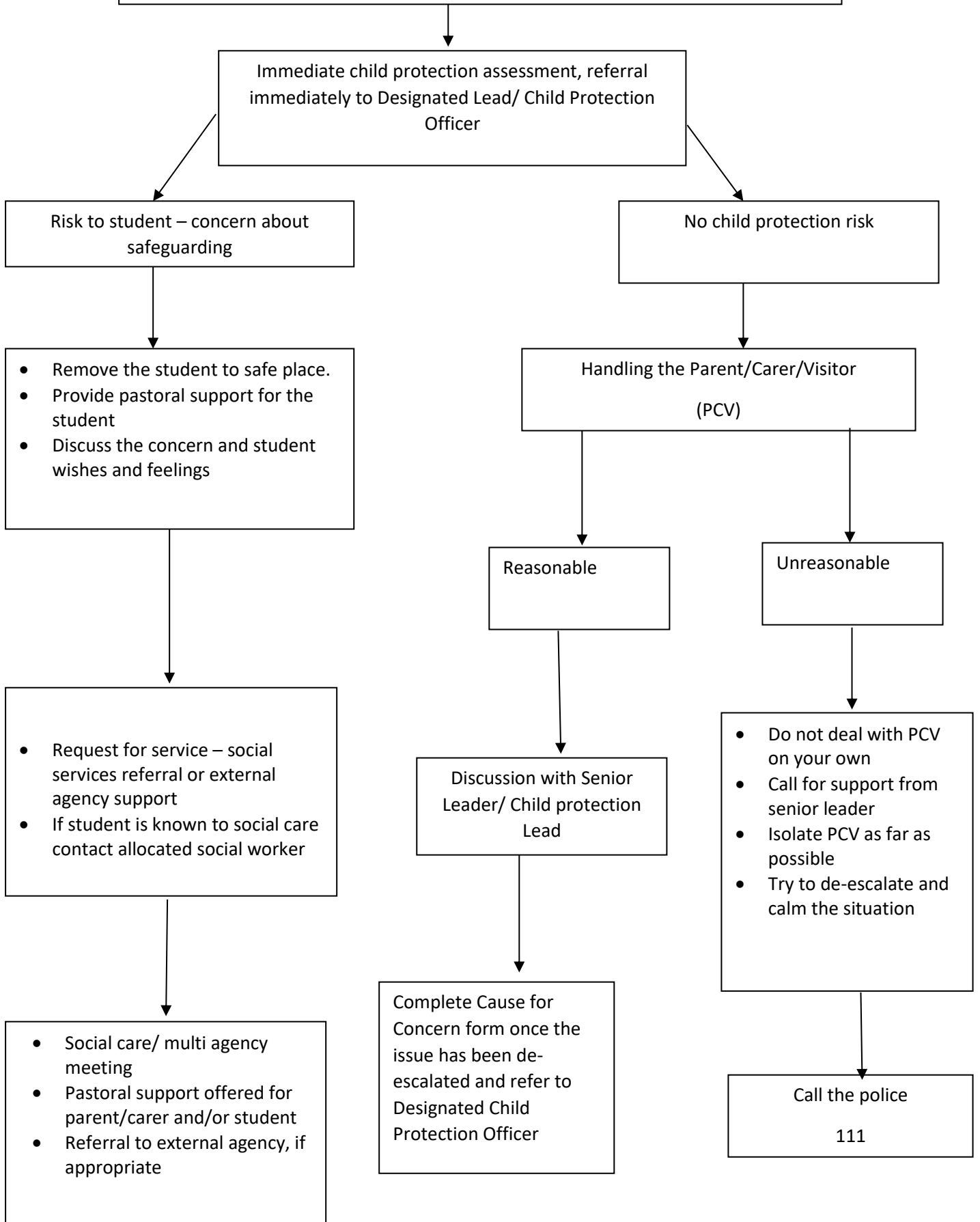
Record action taken in Drug Incidents Record Book

Meeting with parents/carers

Pastoral support or external agency referral made to specialist services, if appropriate

\*Label clearly: date, time, name of person, contents, cross-reference to Substance Misuse Incident Book

## PARENTS/CARERS/VISITORS ON TRUST ESTABLISHMENT PREMISES AFFECTED BY SUBSTANCES



## STUDENT SUSPECTED OF PERSONAL POSSESSION OR DEALING IN SCHOOL

- Teacher stays with student. Speak to the student calmly
- Call for senior leader
- Take no further action until they arrive

Office staff request:

- Designated Lead for Child Protection
- Senior Leader on Call
- Principal/Vice Principal
- Child Protection Officer (if all others are not available)

- Remove student to secure place away from other students
- Member of staff maintains close supervision.

- Investigate as discreetly as possible.
- Request student's consent to conduct search of property/pockets.

Refusal

- Contact police
- Inform parent/carer
- Record the police incident number

On return to the Trust establishment

Agreement

- Search possessions with two witnesses, one senior leader where possible
- Gender specific if personal search

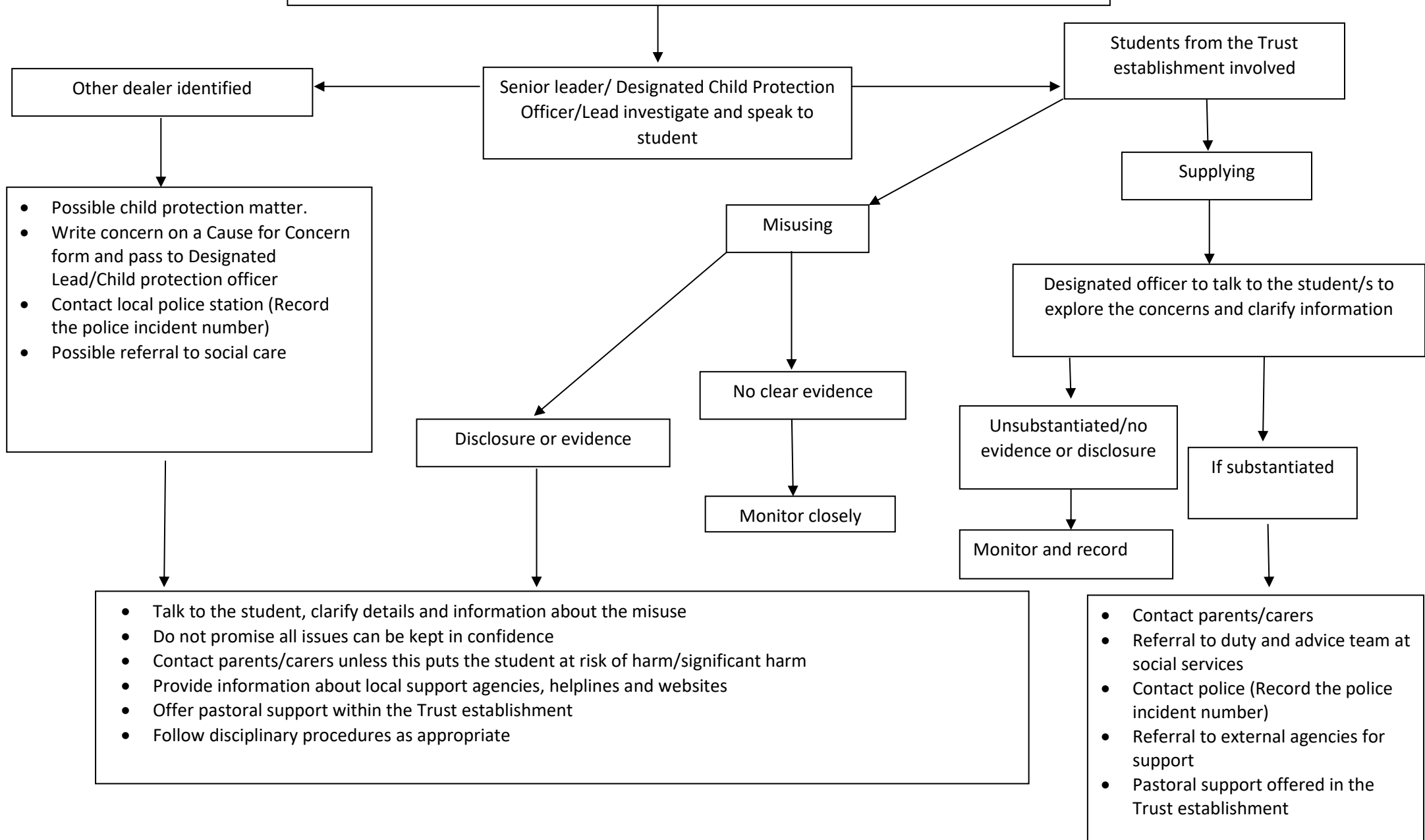
Substance found

Follow procedures for handling substance see Appendix 4

No substance found

- Talk to the student
- Meeting with parents/carers to offer support, if appropriate
- Provide information about local support services and helplines/websites
- Use pastoral support system and/or disciplinary system, as appropriate

## STUDENT USING/SUPPLYING OUT OF THE TRUST ESTABLISHMENT



# MISUSE OF SUBSTANCES WITHIN THE TRUST ESTABLISHMENT

Immediate assessment of medical needs by First Aider

Emergency

Senior leader/key member of staff supports the student/First Aider

No immediate emergency

- Follow Trust establishment procedures for summoning emergency services
- Contact parent/carer

- Isolate student in secure place
- Keep under staff observation at all times
- Monitor the student
- Contact parent/carer

On return to the Trust

- Pastoral support staff member talks to the student to explore the concerns/possible support
- Talk to/meet with parent/carer to explore issues
- Provide information about local services, helplines and websites
- Offer additional support/referral to external agencies, as appropriate

- Student collected by parent/carer
- Make substance misuse awareness information available to parent/carer
- Possible referral to General Practitioner (GP)

Accept

Refuse

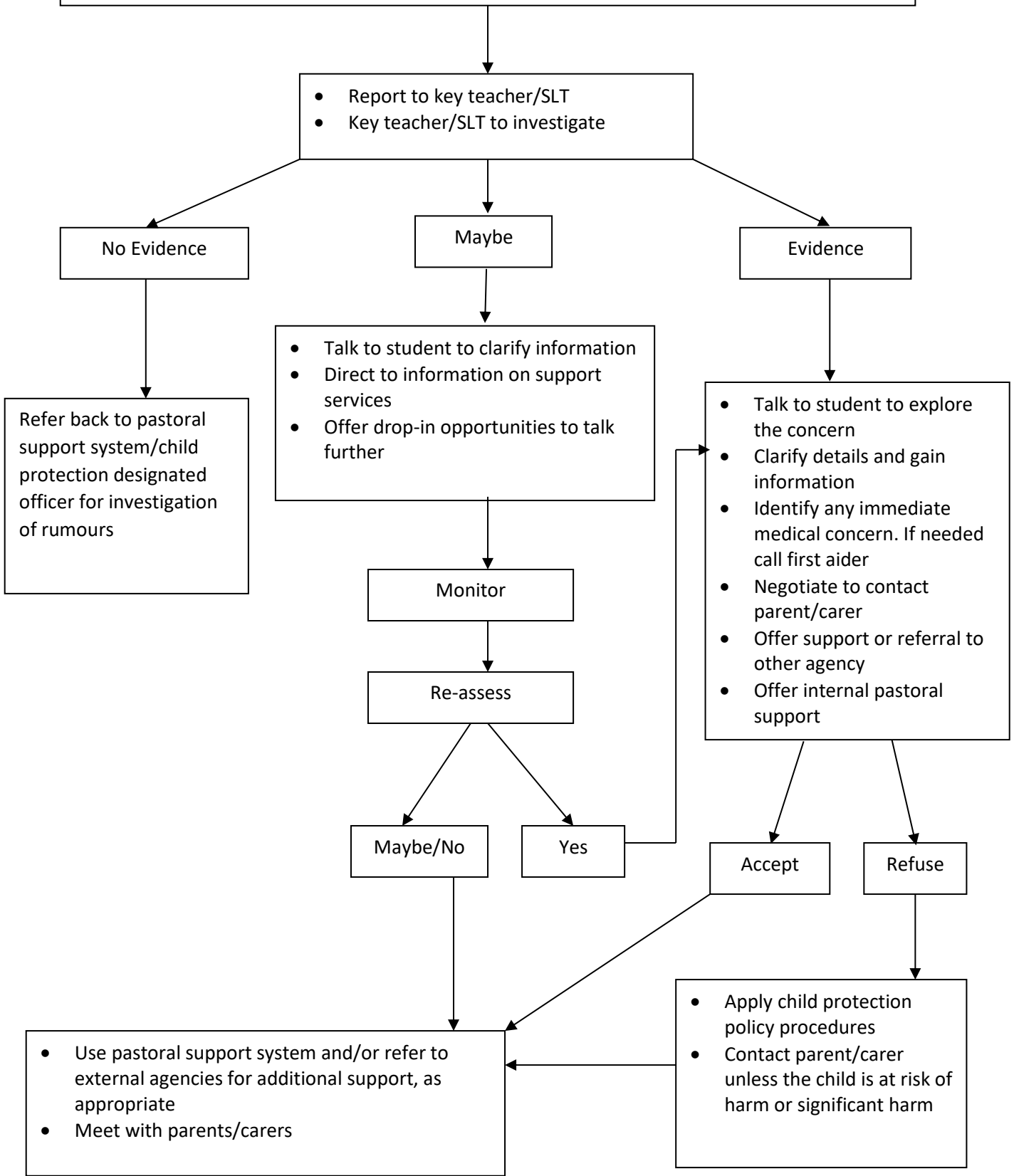
- Make use of pastoral system
- Monitor the student
- Referral to external agencies as appropriate

- Apply pastoral support and disciplinary systems as appropriate
- Follow up parental contact to establish future action
- Monitor the student closely

Access support

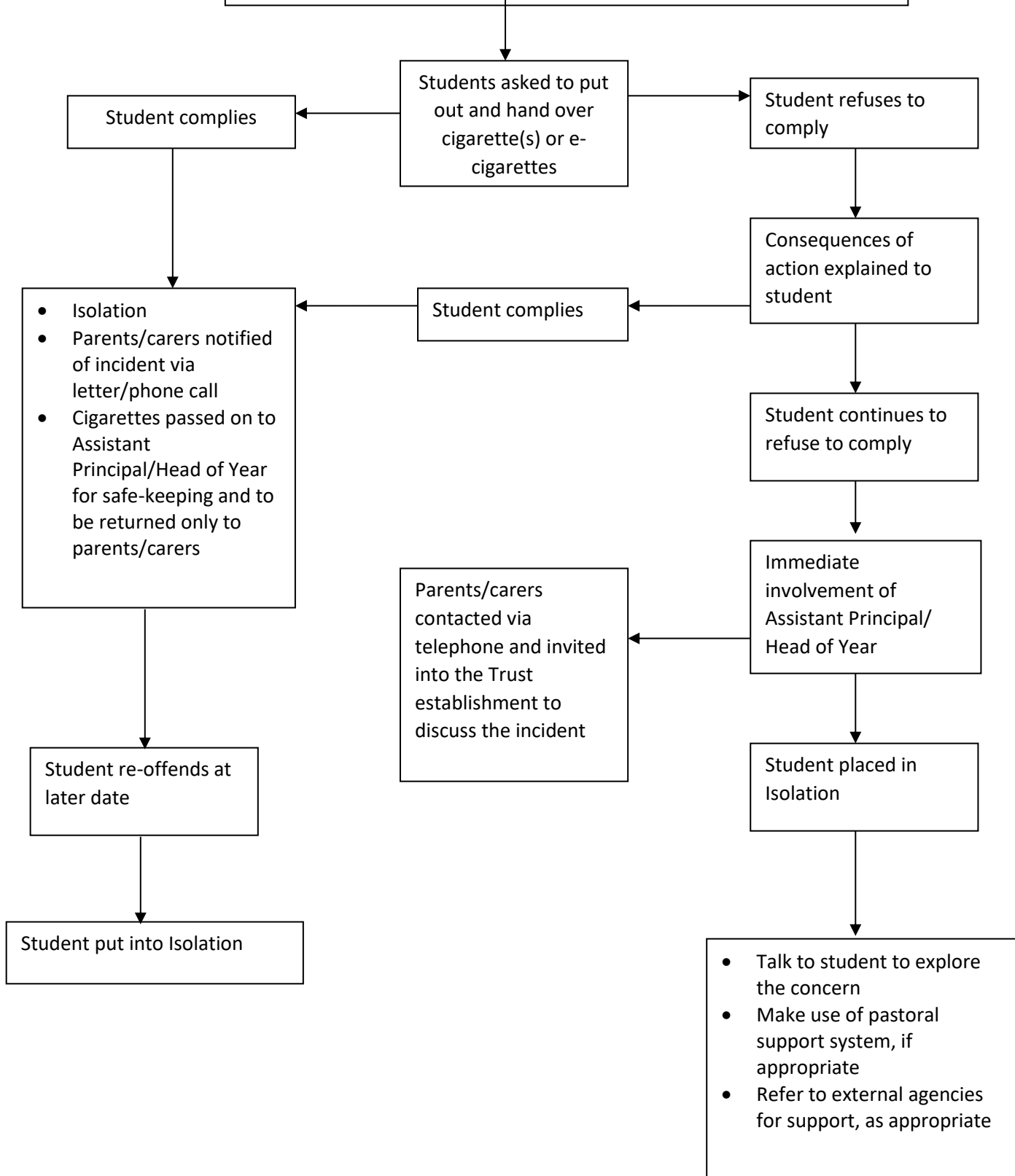
Apply disciplinary system, as appropriate

## RUMOUR/REPORT OF SUBSTANCE MISUSE IN SCHOOL





## SMOKING (INCLUDES E-CIGARETTES) WITHIN THE TRUST ESTABLISHMENT



## SUPPLY CIGARETTES (INCLUDING E-CIGARETTES) IN A TRUST ESTABLISHMENT

- Incident report to Assistant Principal/Head of Year
- Assistant Principal/Head of Year investigate

Investigation to cover the following:

- Supplier to be asked to hand over all cigarettes/e-cigarettes in their possession
- Establish whether cigarettes/e-cigarettes have been given or stolen
- Establish where the cigarettes/e-cigarettes have come from

If cigarettes/e-cigarettes have been given

If cigarettes/e-cigarettes have been sold

Follow same procedure as if students have been found smoking in the Trust establishment

- Follow same procedures as if students have been found smoking in the Trust establishment
- Undertake more thorough investigation of origins of cigarettes/e-cigarettes
- Contact parents/carers unless the student is at risk of harm or significant harm

## **Disciplinary Procedures**

### **Alcohol**

- Any student involved in a proven alcohol related incident will be subject to a fixed term external exclusion
- Parents/carers will be invited into the Trust establishment to discuss the incident with a member of the pastoral team. Pastoral support will be planned if appropriate

### **Smoking Tobacco and E-cigarettes**

- On the first occasion any student who is caught smoking in and around the Trust establishment premises or on the way to and from the Trust establishment, or is found to be in possession of cigarettes, tobacco or e-cigarettes in the Trust establishment, parents/carers will be notified by letter or phone and student will serve a period of Isolation
- Any further smoking related offences will result in a fixed term exclusion.
- Persistent offenders will be subject to fixed period external exclusion

### **Volatile Substances**

- Any student involved in a proven volatile substance related incident will be subject to a fixed term external exclusion
- Parents/carers will be invited into the Trust establishment to discuss the incident with a member of the pastoral team. Pastoral support will be planned if appropriate

### **Use of Illicit or Illegal Substances in the Trust establishment**

- Any student proven to be taking controlled and unknown substances (for example NPS) in the Trust establishment will be subject to a fixed term external exclusion or permanent exclusion dependent upon the severity of the incident
- Any student found to repeat this offence may be excluded permanently

### **Dealing substances in or out of the Trust establishment**

- Any student proven to be dealing substances in or out of the Trust establishment will be subject to permanent exclusion and a Police referral

## Policy Amendment Form

To be used by all staff across the Trust, for amendment, insertion/deletion as required.

Any amendments for submission are to be raised on this form and passed via the Principal for consideration, who will then arrange for the amendment to be presented to the Policy Board for their review, inclusion or rejection/re-submission within the Policy.

1	Copy the text for amendment into this section as per the Policy.		
2	Re-type the text as amended for review, inclusion or rejection, for Board consideration.		
3	Reasons for amendment to be entered here in full.		
4	Seen by Trust establishment Principal.		
	Date		Signature
	Comments		
5	Seen by Policy Board on:		
	Date		Signature
	Result	Reject	Include
	Reasons		
	Remarks		
6	To be included and amended into the Policy by:		
	Date		Responsible
	Appointment		Signature