



Heddingham School & Sixth Form

Drugs and Alcohol Policy 2023

Last approved by Full Governors in November 2020
Approved/Reviewed by Mr D Nash, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2023
Next review due by:	On-going

CONTENTS

Policy Statement

Overall Aims of the Policy

Relivant Legislation

Other relevant documents which should be referred to

Defination of drugs

Drugs & Alcohol Education including SEN

Drugs, Smoking & Alcohol on School & College Premises

Management of Drugs Related Incidents on School Premises

Alcohol and Tobacco Use or Possession by Students

Regulating the conduct of students – the disciplinary sanctions adopted in relation to drugs & alcohol

Drugs on School Visits and Trips

Emergency Procedures – Advice to Staff

Limits of Confidentiality

Useful Contacts

Policy Statement

Hedingham School maintains a caring ethos and attempts to build a sense of community in which all are equally valued as well as encouraged to grow academically, morally, creatively and physically. It is a place where children are taught to be responsible both for themselves and each other.

It aims to protect all members of its community from the consequences of drug, alcohol and substance misuse. Where appropriate, it will offer support and guidance to individuals at risk but will also adopt a zero tolerance approach to the supplying of drugs to other members of the school community.

This policy also extends to students representing Hedingham School and College out of school hours (such as travelling to or from school or wearing the Hedingham School Uniform) or on any Hedingham School & College organised trips or visits. Students are representing Hedingham School and College and therefore subject to our rules and sanctions.

This applies also to any student, adult or persons who may come onto the school site and may be intoxicated and/or in possession of illegal drugs.

Our school is a no-smoking/vaping area and we request that all members of the community and visitors refrain from smoking/vaping on or around the premises.

We recognise that some of our students and parents need a variety of medicines and appropriate arrangements are made to enable the correct distribution of these.

The Drugs and Alcohol Policy forms part of our overall approach to health and well-being. Through our Personal Development, our PD activities, our assemblies, drop down days and through our school ethos, we aim to ensure that students recognise the importance of their own health and the impact smoking/vaping/ illegal drugs can have on their and others' physical and mental health.

Overall Aims of the Policy

- Ensure the school is fulfilling its safeguarding responsibilities by ensuring that students are protected from harm and that those for whom drugs are a concern, receive the appropriate care and support
- To provide a framework for effective drug education
- To provide systems for dealing with drug related incidents within the school environment.
- Ensure the safety of staff and students when on site or when on any organized trip or visit, residential or otherwise

Relevant Legislation

- Misuse of Drugs Act (1971)
- Children and Young Person (Protection from Tobacco) Act (1991)
- DfE Drug Advice for Schools (2014)
- Working Together to Safeguard Children (2019)

Other Related Documents which should be referred to:

- Anti-bullying Policy
- Behaviour, Relationships and Recognition Policy
- Exclusions Policy
- Supporting Students with Medical Conditions Policy
- Health and Safety Policy

Definition of “Drugs”

For the benefit of this policy, the term “drugs” refers to the definition given by the United Nations Office on Drugs and Crime which is: *‘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 illegal drugs controlled by the Misuse of Drugs Act 1971 and the Act’s amendments, i.e. Drugs Act 2005.

In addition to this, it refers to:

- All legal drugs, including alcohol, tobacco, e-cigarettes and electronic smoking devices, volatile substances (solvents) and novel psychoactive substances ('legal highs')
- Any other drugs such as anabolic steroids
- All over the counter and prescription medicines whose use and possession of have not been previously disclosed to the school by parents/ carers

Drugs and Alcohol Education

"The aim of drug education is to provide opportunities for pupils 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". DfES 2004 p18
Drugs: Guidance for Schools.

Our Personal Development curriculum's overarching aim is to enable students to identify and manage risk.

The main aims of our drug education programme are to:

- Enable each students to develop confidence and self-esteem
- Raise pupils' awareness of the world of drugs so that they can make informed and responsible decisions about their own drug use in order to reach their full potential
- Encourage a healthy respect for all substances taken into the body
- Enable students to explore their own and other's feelings, views, attitudes, and values towards drugs and drug-related issues
- Effects of harmful drugs

Education about drugs and alcohol is provided through assemblies, tutor time activities, visits from outside agencies, the school nurse and curriculum areas such as PE and Science as part of a student's preparation for adult life.

Drugs and alcohol education will:

- Be delivered in the context of the school as part of the local community and take account of local or national concerns and issues.
- Take account of age, sex, ethnic/cultural/social background of the students at whom it is targeted.

Special Educational Needs

Children registered as having Special Educational Needs have the same right to good drug education as any other pupil. However, teachers must be aware of and respond to their needs in drug education lessons just as in any others, taking account of targets set in the pupil passport.

Drugs, Smoking/ Vaping & Alcohol on School & College Premises

Possession or use of drugs on the school/ college premises is not acceptable, except in the case of prescribed medication which is known to the relevant members of staff. In such cases, parents/carers must ensure that they have signed the appropriate permission slips and followed the Hedingham School & College's procedures for medication.

Incidents may involve:

Drugs

- Possession of known/ unknown substance(s)
- Suspected/evidence of supplying substance(s)
- Use of drugs on the school site
- Use of a drug outside of the school site which is affecting learning/progress of either themselves or other individuals within the school/ college
- Discovery of drugs in a place on the premises
- Retrieval of drugs from such a place
- Suspicion of drug abuse (where information may have come from other students, parents, the police or other sources)
- Self-referral by student

Smoking

- Smoking on the premises. This includes ‘vaping’ and electronic cigarettes
- Having smoking related items on their person

Alcohol

- Adults or students who are in known possession of alcohol or illegal substances around the premises
- Alcohol consumed by students or adults on the premises

NB. This list is not exhaustive. Other substances may be included at the discretion of the Headteacher.

Management of Drugs Related Incidents on School Premises

Hedingham School & College believes that as part of the care and welfare of its students, it has a duty to provide support to any student who is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents.

In the event of:

- Suspicion of a student under the influence of drugs/alcohol/solvents/novel psychoactive substances (‘legal highs’)
- Student in possession of drugs/alcohol/solvents/novel psychoactive substances (‘legal highs’)
- Student discloses that they are misusing drugs/alcohol/solvents/novel psychoactive substances (‘legal highs’)
- Student discloses that parents or friends are misusing or selling drugs/alcohol/solvents/novel psychoactive substances (‘legal highs’)
- School becomes aware of the availability of drugs/alcohol/solvents/psychoactive substances (‘legal highs’) in the school vicinity
- Student or parent asks for advice on illegal drug misuse

Teachers should contact a member of the Senior Leadership Team/ Year/ Year Leader who should follow the appropriate guidance. All disclosures and other incidents should be fully documented and also passed to the Designated Safeguarding Lead (David Nash) as soon as possible. Staff must ensure that on no account should they promise confidentiality.

The Year Leader or member of the Senior Leadership Team will make a judgement as to whether they should:

- Approach the individual
- Call the police
- Make arrangements to isolate the individual to ensure the safety of all other students on the site
- Search the student (please refer to our Behaviour & Recognition Policy for guidance on searching students with or without consent)

Additionally, in the case of the following:

- Needles/sharps – these will be removed by the identified member of staff using thick leather gardening gloves and placed in a “sharps” box
- Illegal drugs – These should be confiscated in the presence of another adult. The drugs should be sealed in a plastic bag with details of the date and time they were found or confiscated. The police should then be notified. The drugs should be kept in the school safe until such time they can be collected or disposed of
- Controlled drugs will also be passed to the police unless there is a good reason not to (The member of staff dealing with the incident should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article)

NB – The person seizing the substances should wear rubber gloves and should wash their hands thoroughly after the incident.

Alcohol and Tobacco Use or Possession by Students

Items will be confiscated. Vapor pens, smoking materials, tobacco, cigarette papers or alcohol may be retained or disposed of and will not be returned to the student.

Regulating the conduct of students – the disciplinary sanctions adopted in relation to drugs and alcohol

There will be clear consequences for involvement in drug related incidents. Risk to other students within the school will also be a major factor to consider.

All drug related incidents should be referred immediately to the Headteacher or a member of the Senior Leadership Team and the Designated Safeguarding Lead. The following actions may result in:

- Permanent exclusion of the student
- Fixed term suspension of the student
- Isolation for the student
- After-School/ Lunctime detention for the student
- Confiscation, where possible, of the substance in line with the Behaviour and Recognition Policy
- Where there are child protection concerns, the Designated Safeguarding Lead will be informed
- Contact with parents/carers
- The arrangements of a meeting with the student, parents/ carers, pastoral staff. The meeting should provide an opportunity to:
 - Exchange information and opinion on the nature of the student's involvement with drugs.
 - Hear the student's view
 - Agree a detailed plan covering support from the school and outside agencies as well as monitoring review
 - Where appropriate, a PSP (Pastoral Support Plan) may be established following any drug-related incident in school

Drugs on School Visits and Trips

Where drugs or drug related paraphernalia are discovered on a school/ college organised trip, procedures will generally follow those for drugs found on the school premises.

Additionally, the trip leader will discuss this with the EVC and/or nominated member of the Senior Leadership Team with responsibility for the Drugs Policy. The school reserves the right to require a parent/carer to attend and collect the student immediately or as soon after as practicably possible. This includes overseas trips.

Emergency Procedures – Advice to Staff

In the event of a student appearing to suffer from drugs/alcohol/solvent misuse, then staff should follow these procedures:

- Try to stay calm
- If they are semi-conscious or in a coma, make sure the student is lying in the recovery position on their side. An ambulance must be called immediately
- If they are hyperactive, try to find a calm, dark area where they can sit with someone to reassure them
- Inform Reception who will summon a First Aider
- Keep any containers or pills that are at the scene to show the doctor or paramedic
- Ask friends, if present, if they know what and how much the student may have taken.
- Stay with the student until assistance arrives

Limits of Confidentiality

If a child discloses information relating to misuse of drugs then **absolute confidentiality cannot be guaranteed** and disclosure by students of information relating to misuse of drugs must be reported to a member of the Senior Leadership Team/ House/ Year Leader.

Teachers are aware that they are unable to offer confidentiality in discussions in lessons. If a student discloses information, the member of staff should take appropriate action in line with our Child Protection and Safeguarding Policy.

However, health care professionals (such as the school nurse) are able, under certain circumstances to maintain confidentiality except in circumstances where they have Child Protection concerns.

If rumours of drug misuse are disclosed, a member of the Senior Leadership Team/ House/ Year Leader should be informed in order to assess the information and decide whether further action is to be taken.

Useful Contacts

- Drugscope – the UK's leading independent centre of expertise on drugs, aims to inform policy development and reduce drug-related risk. • www.drugscope.org.uk
- www.drugeducation.org.uk
- www.nc.uk.net
- www.drugs.gov.uk
- www.wrecked.co.uk
- www.talktofrank.com