

Substance Misuse Policy

1. Policy Statement

The Short Stay School for Norfolk will not tolerate the misuse of drugs within the school and its grounds and by students representing the school out of school hours or on any school organised either trips or visits. This applies also to any adult who may come onto the school site and may be intoxicated and/or in possession of illegal drugs. Our school is a no-smoking area and we request that all adults refrain from smoking 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 Drug Policy is part of our overall approach to health and well-being. Through our PSHE curriculum and through our school ethos, we aim to ensure that students recognise the importance of understanding how to keep themselves safe. Self-respect and a healthy lifestyle are all part of an approach, which will enable our students to make the right choices for themselves and their families now and in the future.

It is important to note that the school sees inappropriate drug use by students as something to be challenged. The school would also seek advice, support and counselling wherever possible for the student and the parent involved. It is likely however, that any student found to have been distributing illegal drugs, whether or not in return for payment, will be excluded from school and the police contacted.

Definition of “Drugs” for the benefit of this policy

The term “drugs” refers to:

- All illegal drugs.
- All illegal drugs, including alcohol, tobacco and volatile substances.
- All over the counter and prescription medicines.

2. Aims of the Policy

The SSSFN believes that as part of the care and welfare of its students it has a duty to:

- Increase students’ knowledge and understanding and to clarify their misconceptions about drugs through, PHSE, our British values curriculum, science and other curriculum areas where the topic arises.
- Develop students’ personal and social skills to enable them to make informed decisions and keep themselves safe and healthy.
- Enable students to explore their own and other people’s attitude towards drugs, drug use and drug users.
- Ensure the safety of staff and students when on school site or when on any school trip or visit, residential or otherwise.

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3. Context

Drug education is provided through PSHE, British Values, visits from outside agencies including, Matthew project, MAP, YMCA, Science and other related curriculum areas as part of a student's preparation for adult life.

- It should aim to involve parents and encourage them to take an interest.
- It should be delivered in the context of the school as part of the community.
- It should take account of age, sex, ethnic/cultural/social background of the students at whom it is targeted.
- It should provide factual and accurate information backed up with consistent advice.
- It should aim to teach the students the necessary personal and social skills described in the Aims Section above.

4. Management of Drugs Related Incidents on School Premises

The school believes that as part of the care and welfare of its students it has a duty to:

- Try to maintain a health promoting drug-free environment.
- Try to minimise the effects of drugs and alcohol on students' learning.
- Act on suspected drug or alcohol use.
- Provide a co-ordinated and consistent response to any drug or alcohol related incidents.
- Use suitable sanctions where appropriate.
- Provide support to student with problems.

5. Drug Related Incidents may Involve

- Possession of known/unknown substance(s).
- Suspected/evidence of supplying substance(s).
- Use of drugs at school.
- Use of a drug outside of school that is affecting learning/progress.
- Discovery of drugs in a place on the school 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.

Each case should be treated in accordance with the principles above and the procedures below. A drug incident record form should be completed in all cases.

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6. Drugs on School Premises

Our school makes it clear that drug use on the school premises is not acceptable, except in the case of prescribed medication that is known to the relevant members of staff. In such cases, parents **MUST** ensure that they have signed the appropriate permission slips.

Incidents would include:

- Smoking on or around the school premises either during the school day or during evening/weekend events.
- Alcohol on the school site during the school day.
- Alcohol consumed by adults on the premises at a time other than may be authorised by the Governors and/or Head teacher in conjunction with an approved and/or appropriately licensed event.
- Adults or students on the school premises who are evidently under the influence of alcohol or substances, which impair their judgement.
- Adults or students who are in known possession of alcohol or illegal substances around the school premises.

Where school staff suspect any one of the incidents may have occurred they should inform a member of the leadership team who will make a judgement as to whether they should:

- Approach the individual.
- Call the police.
- Arrange to isolate the individual to ensure the safety of all other students on the school site.
- 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 safe until they can be collected and disposed of by the police.

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

7. Alcohol and Tobacco use or Possession by Students:

- Items will be confiscated under the school confiscation policy. Parents will be informed and given the opportunity to collect the alcohol or tobacco. Where requested by parents, the items will be disposed of or destroyed.
- **All drug related incidents should be referred immediately to an XLT lead / Designated Safeguarding Lead and the incident should be recorded on the SSSFN record of concern.**

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- . The following actions may result:
 - Exclusion of the student.
 - Confiscation, where possible of the substance.
 - Contact with parents.
 - A meeting with the student, parents, XLT and social care where relevant

The meeting should provide an opportunity to:

- a) Exchange information and opinion on the nature of the student's involvement with drugs.
- b) To hear the student's view.
- c) To agree a detailed plan covering support from the school and outside agencies as well as monitoring review.

8. Drugs on School Visits and Trips

- Where drugs or drug related paraphernalia are discovered on a school trip, procedures will generally follow those for drugs found on school premises.
- Additionally, the trip leader will discuss this with the XLT Lead and EVC

The school reserve the right to require a parent/carer to attend and collect the student immediately or as soon after as practicably possible. In the event of:

- Suspicion of a student under the influence of drugs/alcohol/solvents
- Student in possession of drugs/alcohol/solvents
- Student discloses that they are misusing drugs/alcohol/solvents
- Student discloses that parents or friends are misusing or selling drugs/alcohol/solvents
- School becomes aware of the availability of drugs/alcohol/solvents in the school vicinity
- Student asks for advice on illegal drug misuse

Teachers should contact the XLT team member who should follow the appropriate Local Authority Policy Guidance. All disclosures and other incidents should be fully documented and passed to the relevant XLT leader as soon as possible. Staff must ensure that on no account should they promise confidentiality.

9. 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:

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Do not panic, you can help.

Inform XLT and First Aider.

If the student semi-conscious or in a coma, make sure they are lying in the recovery position on their side. **An ambulance must be called immediately.**

If they are hyperactive, try to find a calm area where they can sit with someone to reassure them.

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.

10. Confidentiality and Advice:

Students should be made aware that information cannot be confidential i.e. where the student is involved in the misuse of drugs. However, they should be offered sensitive and appropriate support.

11. Assessing the Success of this Policy:

On an annual basis, the Leadership Team will review the provision offered within school and review incidents that have been documented through the year. Recommendations will be made where relevant to the appropriate Governor's sub-committees.

12. Other Related Documents which should be referred to:

Drugs – Guidance for Schools (DCSF) Local Authority Guidelines

PSHE Policy

Healthy Schools information

13. 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

Signed

Date

To be reviewed Jan 2018